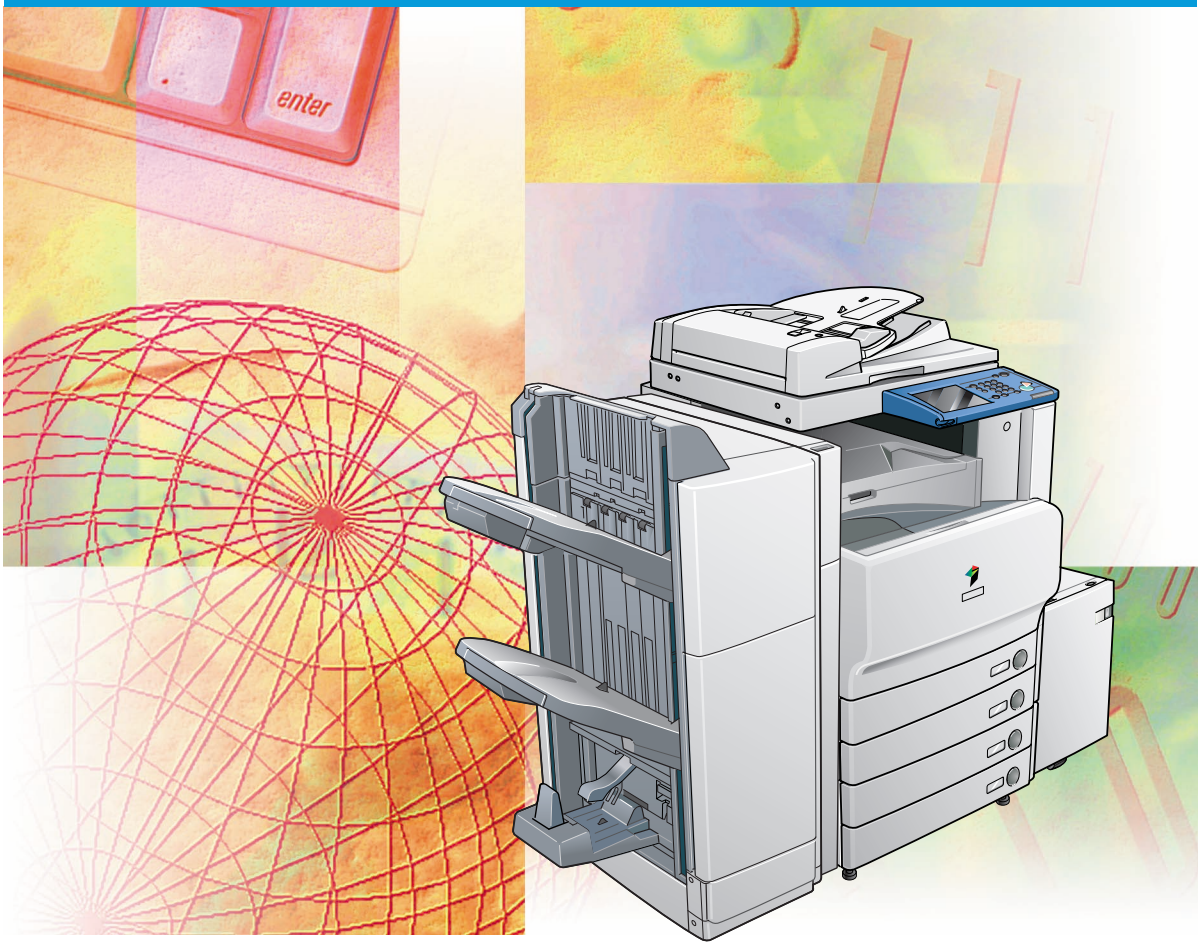
Canon

Color imageRUNNER

C3480/C3480i
C3080/C3080i
C2550

Reference Guide



Please read this guide before operating this product.
After you finish reading this guide, store it in a safe place for future reference.

ENG

Color imageRUNNER C3480/C3480i C3080/C3080i C2550

Reference Guide

Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.
The manuals supplied with optional equipment are included in the list below. Depending on the system configuration and product purchased, some manuals may not be needed.

Guides with this symbol are printed manuals.

Guides with this symbol are included on the accompanying CD-ROM. (See footnote on the next page.)

- **Quick Reference for Basic Operations**

  Easy Operation Guide

- **Learn How to Use Your Machine**
  The Tutorial CD is a teaching aid, designed to help you learn the various functions of the machine.

  Tutorial CD

- **Precautions for Using Your Machine**
- **Troubleshooting**
- **Specifications**

  Support Guide

- **Basic Operations**

  Reference Guide (This Document)

- **Copying and Mail Box Instructions**

  Copying and Mail Box Guide

- **Sending and Fax Instructions**

  Sending and Facsimile Guide

- **Setting Up the Network Connection and Installing the CD-ROM Software**

  Network Quick Start Guide

- **Remote User Interface Instructions**

  Remote UI Guide

- **Network Connectivity and Setup Instructions**

  Network Guide

- **Color Network ScanGear Installation and Instructions**

  Color Network ScanGear User's Guide

- **PS/PCL/UFR II Printer and Direct Printing Instructions**

  PS/PCL/UFR II Printer Guide

- **PCL Printer Driver Installation and Instructions**

  PCL Driver Guide

- **PS Printer Driver Installation and Instructions** — **PS Driver Guide**
- **UFR II Printer Driver Installation and Instructions** — **UFR II Driver Guide**
- **Mac OS X PS Printer Driver Installation and Instructions** — **Mac PS Driver Guide**
- **Mac OS X UFR II Printer Driver Installation and Instructions** — **Mac UFR II Driver Guide**
- **Fax Driver Installation and Instructions** — **Fax Driver Guide**
- **Installing MEAP Applications and Using the Login Service** — **MEAP SMS Administrator Guide**

- To view the manual in PDF format, Adobe Reader/Acrobat Reader/Acrobat is required. If Adobe Reader/Acrobat Reader/Acrobat is not installed on your system, please download it from the Adobe Systems Incorporated website (http://www.adobe.com).
- The machine illustration on the cover may differ slightly from your machine.

How This Manual Is Organized

Chapter 1 Before You Start Using This Machine

Chapter 2 Basic Operations

Chapter 3 Optional Equipment

Chapter 4 Customizing Settings

Chapter 5 Checking Job and Device Status

Chapter 6 System Manager Settings

Chapter 7 Routine Maintenance

Chapter 8 Troubleshooting

Chapter 9 Appendix

Includes the Sample Reports, the Relationship between Original Orientation and Preprinted Paper Output Chart, and index.

Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

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Preface

Thank you for purchasing the Canon Color imageRUNNER C3480/C3480i/C3080/C3080i/C2550. Please read this manual thoroughly before operating the machine to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How To Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. To use the machine safely, always pay attention to these cautions.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual:

- Touch Panel Display Keys: [Key Name]

  Examples: [Cancel]
  [Done]

- Control Panel Keys: Key Icon (Key Name)

  Examples: (Start)
  (Stop)

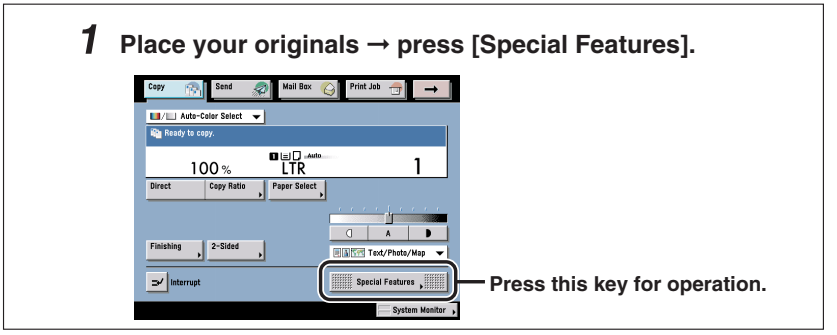
Displays Used in This Manual

Screen shots of the touch panel display used in this manual are those taken when the following optional equipment is attached to the Color imageRUNNER C3480i: the Super G3 FAX Board, Finisher-Z1, and Cassette Feeding Unit-Y3.

Note that functions that cannot be used depending on the model or options, are not displayed on the touch panel display.

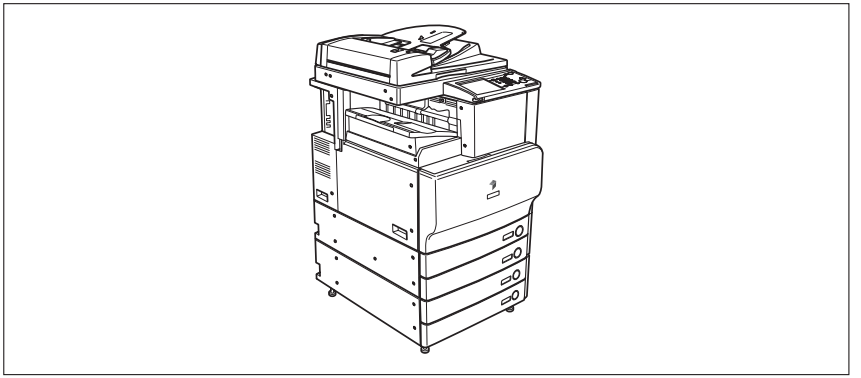
The keys which you should press are marked with a , as shown below.

When multiple keys can be pressed on the touch panel display, all keys are marked. Select the keys which suit your needs.



Illustrations Used in This Manual

Illustrations used in this manual are those displayed when the Color imageRUNNER C3480i has the following optional equipment attached to it: the Finisher-Z1 and Cassette Feeding Unit-Y3.



Abbreviations Used in This Manual

In this manual, product names and model names are abbreviated as follows:

Novell NetWare®: NetWare

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Before You Start Using This Machine

1
CHAPTER

This chapter describes what you should know before using this machine, such as parts and their functions, and how to turn ON the main power.

Installation Location and Handling 1-2
- Installation Precautions 1-2
- Handling Precautions 1-6

Backing Up Data 1-9

Parts and Their Functions 1-10
- External View 1-10
- Internal View 1-12
- Control Panel Parts and Functions 1-13

Main Power and Control Panel Power 1-14
- How to Turn ON the Main Power 1-14
- Control Panel Power Switch 1-19
- Shutting Down the Machine 1-20

System Settings 1-25

Installation Location and Handling

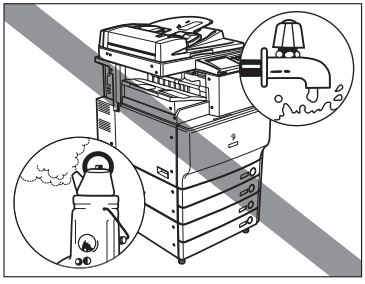
This section describes precautions for installation location and handling. We recommend that you read this section prior to using this machine.

Installation Precautions

Avoid Installing the Machine in the Following Locations

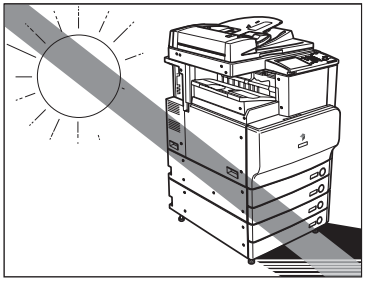
■ **Avoid locations subject to temperature and humidity extremes, whether low or high.**

For example, avoid installing the machine near water faucets, hot water heaters, humidifiers, air conditioners, heaters, or stoves.



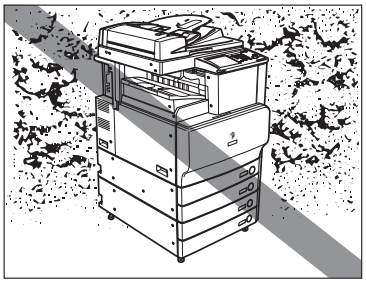
■ **Avoid installing the machine in direct sunlight.**

If this is unavoidable, use curtains to shade the machine. Be sure that the curtains do not block the machine's ventilation slots or louvers, or interfere with the electrical cord or power supply.



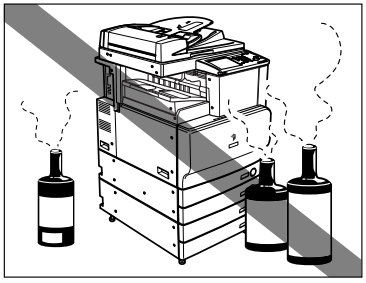
■ **Avoid poorly ventilated locations.**

This machine generates a slight amount of ozone during normal use. Although sensitivity to ozone may vary, this amount is not harmful. Ozone may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation.



■ **Avoid locations where a considerable amount of dust accumulates.**

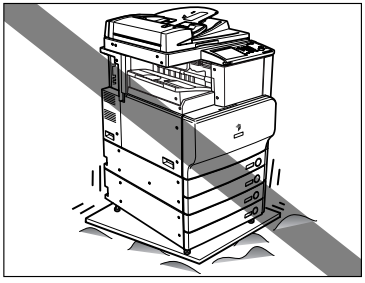
■ **Avoid locations where ammonia gas is emitted.**



■ **Avoid locations near volatile or flammable materials, such as alcohol or paint thinner.**

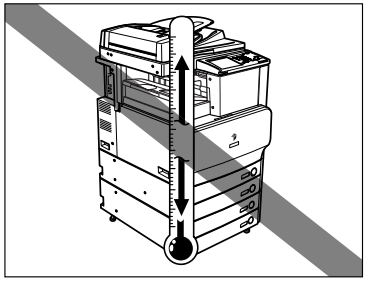
■ **Avoid locations that are subject to vibration.**

For example, avoid installing the machine on unstable floors or stands.



■ **Avoid exposing the machine to rapid changes in temperature.**

If the room in which the machine is installed is cold but rapidly heated, water droplets (condensation) may form inside the machine. This may result in a noticeable degradation in the quality of the copied image, the inability to properly scan an original, or the copies having no printed image at all.



■ **Avoid installing the machine near computers or other precision electronic equipment.**

Electrical interference and vibrations generated by the machine during printing can adversely affect the operation of such equipment.

■ **Avoid installing the machine near televisions, radios, or similar electronic equipment.**

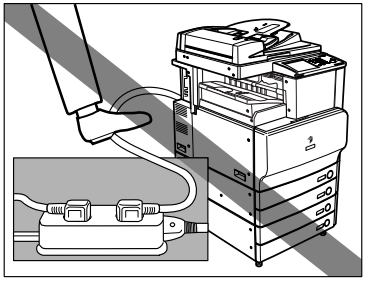
The machine might interfere with sound and picture signal reception. Insert the power plug into a dedicated power outlet, and maintain as much space as possible between the machine and other electronic equipment.

■ **Do not remove the machine's leveling feet.**

Do not remove the machine's leveling feet after the machine has been installed. If you put weight on the front of the machine while the drawers or units within the machine are pulled out, the machine may fall forward. To prevent this from happening, make sure that the machine's leveling feet are in place.

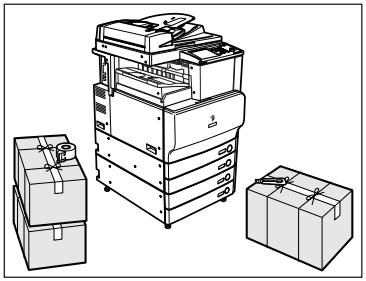
Select a Safe Power Supply

- **Plug the machine into a 120 V AC outlet.**
- **Make sure that the power supply for the machine is safe, and has a steady voltage.**
- **Do not connect other electrical equipment to the same power outlet to which the machine is connected.**
- **Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**
- **The power cord may become damaged if it is often stepped on or if heavy objects are placed on it. Continued use of a damaged power cord can lead to an accident, such as a fire or electrical shock.**



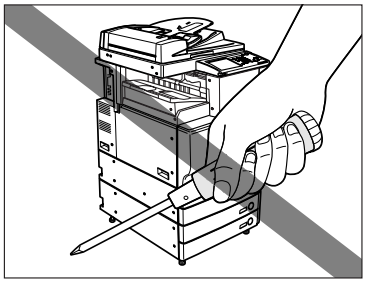
Moving the Machine

- **If you intend to move the machine, even to a location on the same floor of your building, contact your local authorized Canon dealer beforehand. Do not attempt to move the machine yourself.**



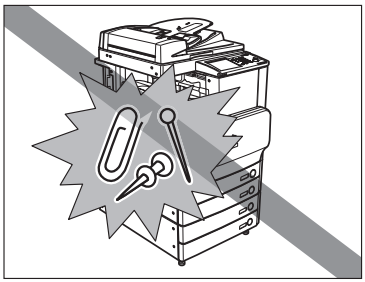
Handling Precautions

■ **Do not attempt to disassemble or modify the machine.**

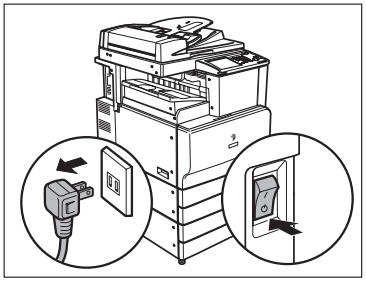


■ **Some parts inside the machine are subject to high-voltages and temperatures. Take adequate precautions when inspecting the inside of the machine. Do not carry out any inspections not described in this manual.**

■ **Be careful not to spill liquid or drop any foreign objects, such as paper clips or staples inside the machine. If a foreign object comes into contact with electrical parts inside the machine, it might cause a short circuit and result in a fire or electrical shock.**

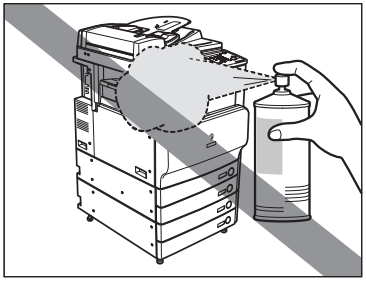


■ **If there is smoke, or unusual noise, immediately turn the main power switch OFF, disconnect the power cord from the outlet, and call your local authorized Canon dealer. Using the machine in this state may cause a fire or electrical shock. Also, avoid placing objects around the power plug so that the machine can be disconnected whenever necessary.**



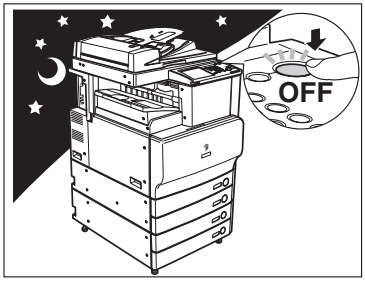
■ **Do not turn the main power switch OFF or open the front covers while the machine is in operation. This might result in paper jams.**

■ **Do not use flammable sprays, such as spray glue, near the machine. There is a danger of ignition.**



■ **This machine generates a slight amount of ozone during normal use. Although sensitivity to ozone may vary, this amount is not harmful. Ozone may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation.**

■ **For safety reasons, turn OFF the control panel power switch of the machine when it will not be used for a long period of time, such as overnight. As an added safety measure, turn OFF the main power switch, and disconnect the power cord when the machine will not be used for an extended period of time, such as during consecutive holidays.**



Backing Up Data

Data such as the Address Book and Additional Functions settings are stored on the internal hard disk of the machine.

Please regularly back up your important data, as it is possible that a malfunction in the hard disk may cause received data and stored data to be lost.

Please note that Canon will not be held responsible for any damages caused by the loss of data.

The data that can be backed up is indicated below.

■ **Address Book, Additional Functions settings, forwarding settings, Mail Box function data (User Inbox data, forms for the Form Composition mode)**
For information on backing up (exporting) this data, see Chapter 3, "Customizing Settings," in the *Remote UI Guide*.

■ **Data that can be backed up using the Device Information Delivery Settings mode**
You can perform temporary backing up of your data by delivering data registered in the machine to other client machines. For information on the Device Information Delivery Settings mode, see "Specifying Device Information Delivery Settings," on p. 6-45.

■ **Data relating to MEAP**

- License files for MEAP applications
  For information on backing up (downloading) license files, see the *MEAP SMS Administrator Guide*.
- User authentication information registered for the Local Device Authentication system of SDL (Simple Device Login)/SSO (Single Sign-On)
  For information on backing up (exporting) user authentication information, see the *MEAP SMS Administrator Guide*.
- Data stored by MEAP applications
  You may be able to back up data stored by MEAP applications, depending on the application. For more information, see the documentation for each MEAP application.

NOTE

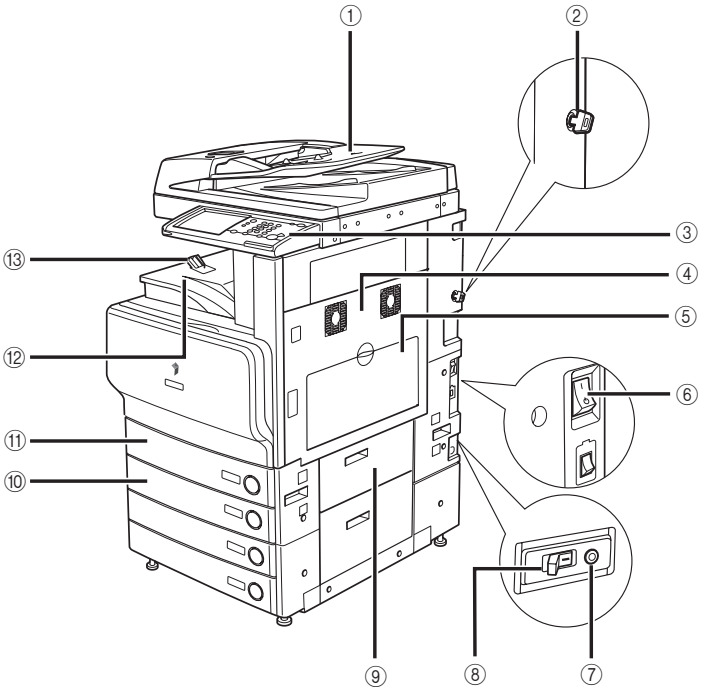
If your machine is not connected to a network. it is recommended you print and store important information such as the Address Book. See Chapter 12, "Printing Communication Reports," in the *Sending and Facsimile Guide*.

Parts and Their Functions

This section provides you with the names and functions of all the parts on the outside and inside of the main unit, control panel, and the touch panel display. An illustration of the machine with some optional equipment attached to it is also provided. For more information on optional equipment, parts and their functions, see Chapter 3, "Optional Equipment."

External View

The optional Feeder (DADF-L1) (standard-equipped for the Color imageRUNNER C3480i/C3080i) and Cassette Feeding Unit-Y3 are attached.



① **Feeder (DADF-L1) (Optional)**

Originals placed in the feeder are automatically fed sheet by sheet to the platen glass for scanning. The feeder also automatically turns over two-sided originals to make two or one sided copies. The feeder is standard-equipped for the Color imageRUNNER C3480i/C3080i.

② **Security Key (Optional)**

For managing the use of the machine and preventing unauthorized copies.

③ **Control Panel**

Includes the keys, touch panel display, and indicators required for operating the machine. (See "Control Panel Parts and Functions," on p. 1-13.)

④ **Main Unit's Upper Right Cover, Main Unit's Lower Right Cover**

Open this cover when clearing a paper jam inside the main unit. (See "Screens Indicating the Locations of Paper Jams," on p. 8-4.)

⑤ **Stack Bypass**

Use the stack bypass to feed paper manually, and for loading nonstandard paper stock, such as envelopes. (See "Making Prints Using the Stack Bypass," on p. 2-42.)

⑥ **Main Power Switch**

Press to the "I" side to turn the power ON. (See "Main Power and Control Panel Power," on p. 1-14.)

⑦ **Test Button**

Press this button to periodically test the circuit breaker.

⑧ **Breaker**

Detects excess current or leakage current. (See the Support Guide.)

⑨ **Paper Drawer's Right Cover**

Open this cover when clearing a paper jam in Paper Drawers 1 and 2.

⑩ **Paper Drawer 2**

Holds up to 550 sheets of paper (20 lb bond (80 g/m^2)).

⑪ **Paper Drawer 1**

Holds up to 550 sheets of paper (20 lb bond (80 g/m^2)).

⑫ **Output Tray**

Prints and copies are output to this tray.

⑬ **Output Paper Tray Guide**

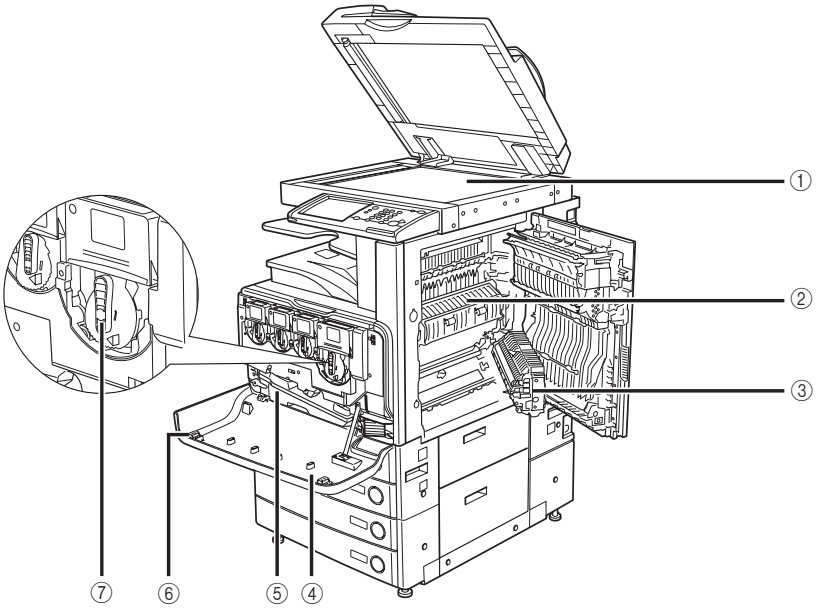
Tilt the output paper tray guide up to prevent output papers from falling down.

NOTE

For more information on the optional equipment that can be attached to the machine, see Chapter 3, "Optional Equipment."

Internal View

The optional Feeder (DADF-L1) (standard-equipped for the Color imageRUNNER C3480i/C3080i) and Cassette Feeding Unit-Y3 are attached.



① **Platen Glass**

Use the platen glass when scanning books, thick originals, thin originals, transparencies, etc.

② **Fixing Unit's Upper Cover**

Open this cover to clear a paper jam in the fixing unit. (See "Fixing Unit (Inside the Main Unit)," on p. 8-11.)

③ **Duplexing Unit**

Pull out the duplexing unit to clear a paper jam. (See "Duplexing Unit (Inside the Main Unit)," on p. 8-16.)

④ **Front Cover**

Open this cover to replace the toner cartridges or to clean the dust proof glass.

⑤ **Waste Toner Container**

Collects the waste toner.

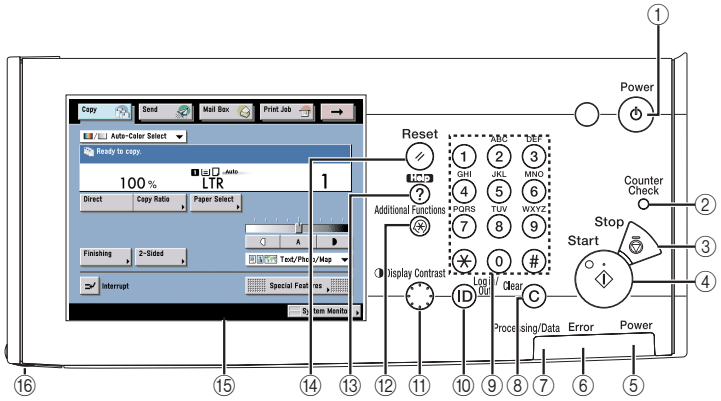
⑥ **Dust Proof Glass Cleaner**

Place the tool for cleaning the dust proof glass here.

⑦ **Toner Cartridge**

When toner of a specific color runs out, pull out the toner cartridge, and replace it with a new one. Toner cartridges are sold separately (not standard equipment). (See "Consumables," on p. 7-64.)

Control Panel Parts and Functions



① Control Panel Power Switch (Sub Power Supply)

Press to turn the control panel ON or OFF. When the control panel power switch is held for more than three seconds, it initiates the Shutdown mode. (See "Shutting Down the Machine," on p. 1-20.) When turned OFF, the machine is in the Sleep mode.

② Counter Check key

Press to display the copy and print count totals on the touch panel display.

③ Stop key

Press to stop a job in progress, such as a scan, copy, or fax (scanning only) job.

④ Start key

Press to start an operation.

⑤ Main Power Indicator

Lights when the main power is turned ON.

⑥ Error Indicator

Flashes or lights if there is an error in the machine. When the Error indicator flashes, follow the instructions that appear on the touch panel display. When the Error indicator maintains a steady red light, contact your local authorized Canon dealer.

⑦ Processing/Data Indicator

Flashes or blinks green when the machine is performing operations, and maintains a steady green light when fax data is stored in memory.

⑧ Clear key

Press to clear entered values or characters.

⑨ Numeric keys

Press to enter numerical values.

⑩ ID (Log in/Out) key

Press when setting or enabling Department ID Management.

⑪ Display Contrast Dial

Use to adjust the brightness of the touch panel display.

⑫ Additional Functions key

Press to specify additional functions.

⑬ Help key

Press to display explanations and instructions of modes or functions on the touch panel display.

⑭ Reset key

Press to restore the standard settings of the machine.

⑮ Touch Panel Display

The settings screen for each function is shown on this display.

⑯ Edit Pen

Use to designate areas on the original to copy or scan. If you lose the edit pen, contact your local authorized Canon dealer. Do not use an object with a sharp end on the control panel, such as a pencil or ballpoint pen, in place of the edit pen.

Main Power and Control Panel Power

The machine is provided with two power switches, a main power switch and a control panel power switch, as well as a breaker that detects excess current or leakage current.

How to Turn ON the Main Power

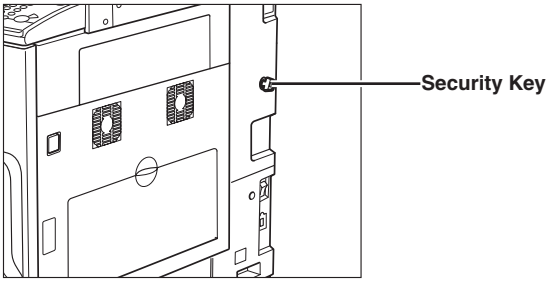
This section explains how to turn ON the main power.

1 Make sure that the power plug is firmly inserted into the power outlet.

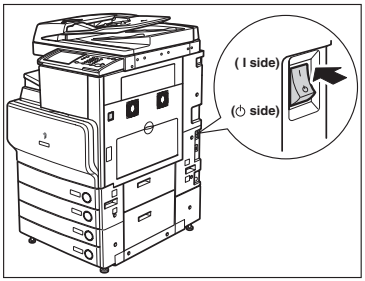
WARNING

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

2 If the optional security key is inserted into the machine, make sure that it is in the ON position (turn it to the right).



3 Press the main power switch to the "I" side. The main power switch is located on the right side of the machine.



The main power indicator on the control panel lights when the main power switch is turned ON.

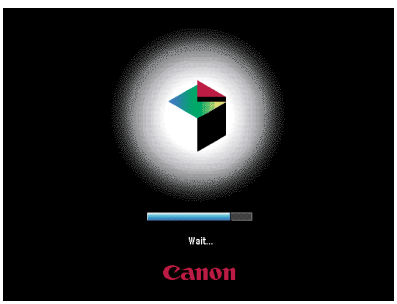
IMPORTANT

If the main power indicator on the control panel does not light even though the main power switch is ON, be sure to check the breaker to see if it is OFF. (See "When the Power Does Not Turn ON," on p. 8-93.)

4 The screens shown below are displayed while the system software is loading.

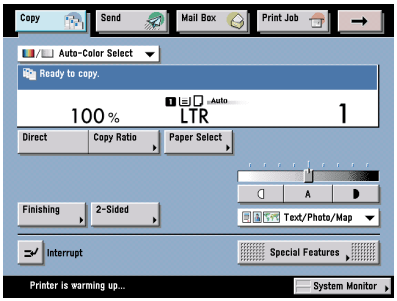
- **If login authentication by a login service (SDL (Simple Device Login) or SSO (Single Sign-On)) is not set, and an application other than MEAP is selected as the initial function in Common Settings (from the Additional Functions screen):**

  ❑ The Start Up screen is displayed until the machine is ready to scan.



If a message is displayed on the touch panel display, proceed to step 5.

❑ The screen below is displayed when the machine is ready to scan.



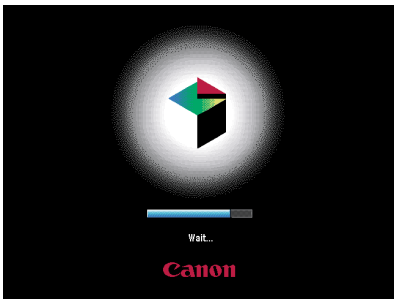
The machine is ready to scan in approximately 38 seconds after the screen above appears.

NOTE

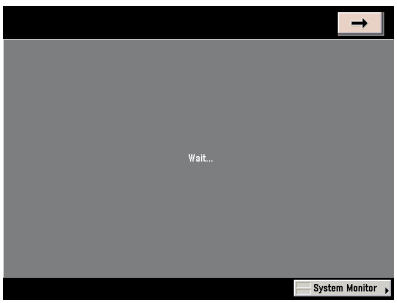
- Once the message <Reservation copies can be made.> appears on the touch panel display, you can specify settings, and copying or printing begins automatically as soon as the machine finishes warming up. (See Chapter 1, "Introduction to the Copy Functions," in the *Copying and Mail Box Guide*.)
- In the case above, the standard settings are selected.
- The standard copy settings are:
  - Copy Ratio: Direct (100%)
  - Paper Selection: Auto Paper Selection
  - Copy Exposure: Manual Exposure Adjustment
  - Copy Quantity: 1
  - Copy Function: 1▶1-sided copy
  - Color Mode: Auto-Color Select
- The standard settings for each function of the machine (Copy, Mail Box, Send, and Fax) are already set at the factory, but you can change them to suit your needs. (See Chapter 8, "Customizing Settings," in the *Copying and Mail Box Guide*, and Chapter 9, "Customizing Communications Settings," in the *Sending and Facsimile Guide*.)
- You can select which functions to display on the Basic Features screen when turning ON the main power, according to the Additional Functions settings. (See "Initial Function at Power ON," on p. 4-27.)
- If you press [→] on the Basic Features screen right after the machine is activated, the screen will be blank. Wait for a moment, and then press [→] again.
- If a Macintosh, which has been shut down, is connected to the machine via a USB cable, when you turn the machine ON, the Macintosh may also turn ON. In this case, disconnect the Macintosh from the machine. (You may also be able to solve this problem by using a USB hub between the machine and the Macintosh.)

● **If login authentication by a login service (SDL or SSO) is not set, and MEAP is selected as the initial function in Common Settings (from the Additional Functions screen):**

❑ The Start Up screen is displayed until the machine is ready to scan.

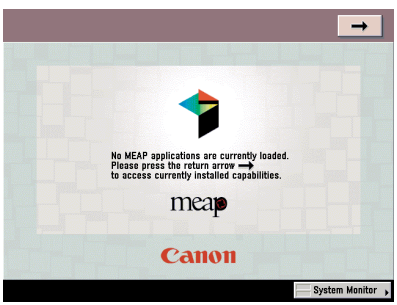


❑ After the Start Up screen disappears, the MEAP Start Up screen is displayed.



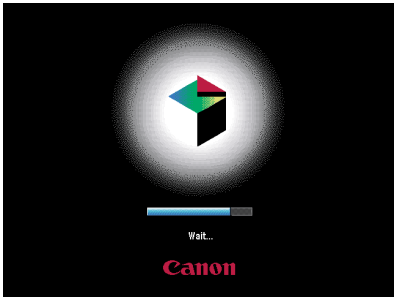
You can press [→] to switch to the Basic Features screen to use the Copy, Mail Box, etc. functions even if the MEAP Start Up screen is still displayed.

❑ The MEAP Application screen is displayed.

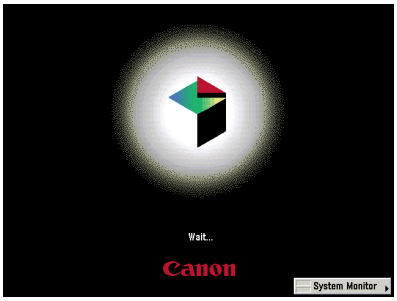


● **If login authentication by a login service (SDL or SSO) is set:**

❑ The Start Up screen is displayed until the machine is ready to scan.



❑ After the Start Up screen disappears, the MEAP Start Up screen is displayed regardless of the Set as Initial Function settings.



IMPORTANT

- If you turn OFF the main power, wait at least 10 seconds before turning the main power back ON. For instructions on restarting (turning the main power switch OFF and then ON) the machine, see "Main Power and Control Panel Power," on p. 1-14.
- Do not turn the main power OFF, if you want to send or receive I-fax documents. Also, do not turn the main power OFF, if the optional Super G3 FAX Board or Super G3 Multi-Line Fax Board is installed, and you want to be able to send or receive fax documents. Sending or receiving I-fax or fax documents cannot be done when the main power is turned OFF.
- If SSO or SDL is set as the login service, the machine will take longer to become ready to scan.

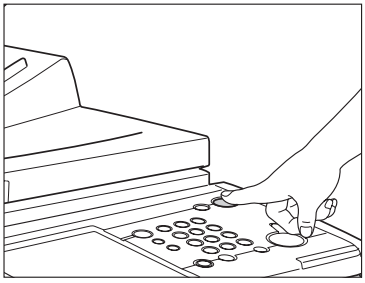
5 If you are using a login service, log in using the procedure for the login service you are using.

NOTE

- If you are using Department ID Management with the optional Card Reader-C1, see "Procedure before Using the Machine," on p 3-39.
- If you are using Department ID Management, see "Entering the Department ID and Password," on p. 2-26.
- If you are using SDL or SSO, see "Using a Login Service," on p. 2-29.

Control Panel Power Switch

Press the control panel power switch to cancel the Sleep mode and resume normal machine operations.



NOTE

- The machine can receive and print documents from a personal computer when it is in the Sleep mode. I-fax and fax documents can also be received while the machine is in the Sleep mode.
- It takes 15 to 30 seconds to recover after the Sleep mode is deactivated.
- If Energy Consumption in Sleep Mode is set to 'Low', it may take more than 10 seconds for the touch panel display to be displayed after pressing the control panel power switch.

Shutting Down the Machine

If there are any jobs currently being processed, or a MEAP application is running when the Shutdown mode is activated, the machine asks you to confirm and cancel any existing jobs, and then access to the hard disk is restricted. This procedure protects the hard disk from access errors the next time the machine is turned ON. Follow the instructions below to safely shutdown the machine.

CAUTION

If you turn the main power of the machine OFF without following the procedure below, copies output the next time the machine is turned ON may not be printed correctly. In this case, printing will return to normal after a certain number of copies are output.

1 Press and hold the control panel power switch for more than three seconds.

If the machine is in the Sleep mode, press the control panel power switch one time to cancel the Sleep mode, and then press and hold the control panel power switch again for more than three seconds.

The job confirmation screen is displayed and the machine goes into the Shutdown mode.

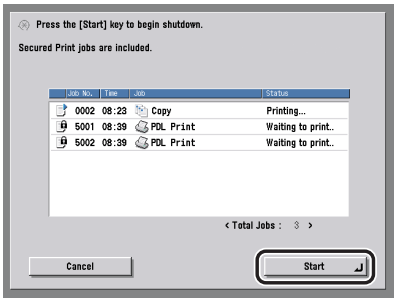
IMPORTANT

Do not initiate the Shutdown mode while fonts are being downloaded.

NOTE

- You can also force the machine into the Shutdown mode by pressing (Additional Functions) → [Common Settings] → [Shutdown Mode].
- You cannot force the machine into the Shutdown mode in the following cases:
  - When the machine is receiving and updating device information
  - When the machine is browsing device information
  - When the machine is importing or exporting data using the Remote UI function
- In a rare instance, the machine may not go into the Shutdown mode even if you press and hold the control panel power switch for more than three seconds. In this case, follow the instructions on the touch panel display to turn OFF the main power.
- If print data is sent while the machine is in the Shutdown mode, the machine may receive the data, depending on the print data's size. However, the print data is not printed.

2 Confirm the jobs currently being processed or waiting to be processed → press [Start].



Jobs continue to be processed until [Start] is pressed.

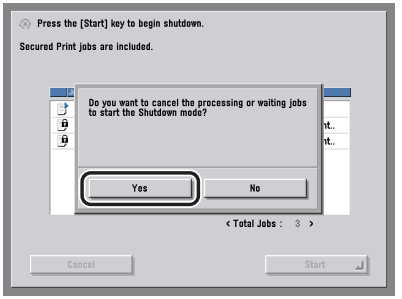
To cancel the Shutdown mode, press [Cancel].

If there are no current jobs, proceed to step 4.

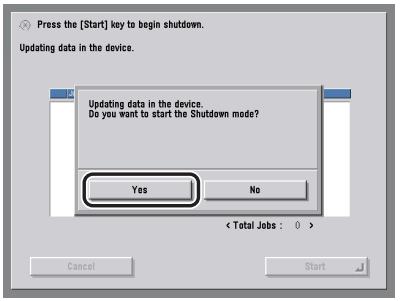
NOTE

- Jobs that are displayed on the job confirmation screen are:
  - Current copy, fax, and print jobs (including secured print jobs)
  - Copy and print jobs (including secured print jobs) that are waiting to be processed
- On the job confirmation screen, the current job is displayed on the first line, and the other jobs are processed in the order in which they were reserved (up to seven jobs).

3 Confirm the message displayed → press [Yes].


Press the [Start] key to begin shutdown.
Secured Print jobs are included.
Do you want to cancel the processing or waiting jobs to start the Shutdown mode?
Yes
No
< Total Jobs : 3 >
Cancel
Start

If There Are Jobs Currently Being Processed or Waiting to Be Processed

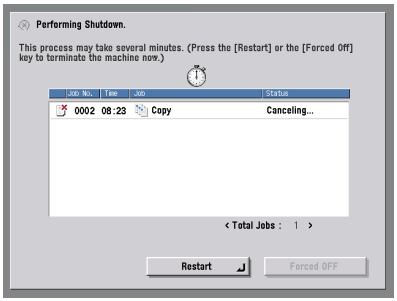


If the Device Information Is Being Delivered

All of the jobs on the confirmation screen being processed or waiting to be processed are canceled. The machine and any network communication processes also start to shut down.

The Performing Shutdown screen appears.

4 When the following screen appears, wait for the machine to complete the shutdown process.



If you need to immediately operate the machine after starting the shutdown process, press [Restart] → [Yes].

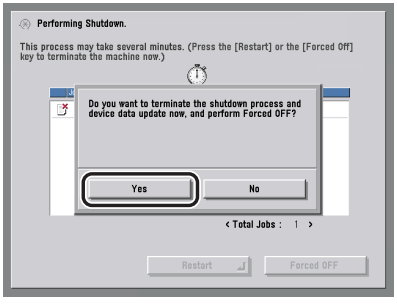
If you press [Restart] when device information is being updated, a message asking for your confirmation to continue appears on the screen. Press [Yes].

CAUTION

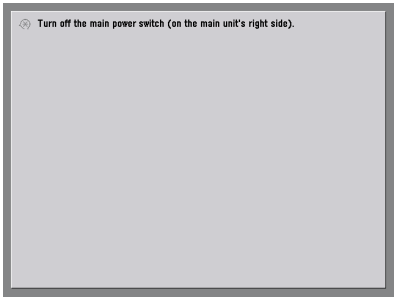
You can also force the shutdown of the machine (omitting the normal job cancellation process) by pressing [Forced Off]. If you press [Forced Off] while data is being processed or the machine is shutting down, a message asking for your confirmation to continue appears on the screen. Press [Yes]. However, as it is possible that this will destroy data which is being processed or cause damage to the machine, it is not recommended. Note that Canon will not be liable for any damages resulting from the loss of data on the hard disk drive. For more information, contact your local authorized Canon dealer.

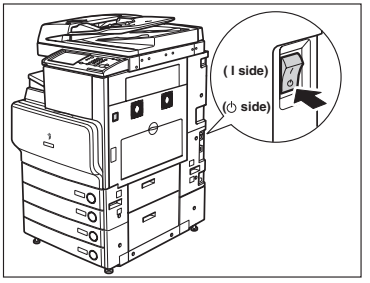
NOTE

- It may take some time for the machine to completely shut down depending on the application you are using.
- The screen below is displayed when you press [Forced Off] in any of the following cases.
  - When the hardware is in finishing process
  - When device information is being updated


Performing Shutdown.
This process may take several minutes. (Press the [Restart] or the [Forced Off] key to terminate the machine now.)
Do you want to terminate the shutdown process and device data update now, and perform Forced OFF?
Yes
No
< Total Jobs : 1 >
Restart
Forced OFF

5 Confirm the contents of the shutdown screen → turn the main power switch of the machine to the "⏻" side.





IMPORTANT

The machine may continue to operate during or after the shutdown process. Do not unplug the power cord until the device sounds stop.

System Settings

It is necessary to set up the machine before using it on a network, as a printer, or with the Fax function.

To set up the machine, refer to the following guides or sections for instructions:

■ **Connecting the Machine to the Network**
See the *Network Quick Start Guide*.

■ **Setting Up the Network**
See the *Network Guide*.

■ **Installing the Printer Driver**
See the *PS Driver Guide*, *PCL Driver Guide*, *UFR II Driver Guide*, *Mac PS Driver Guide, or Mac UFR II Driver Guide.*

■ **Using the Send Function**
See the *Sending and Facsimile Guide*.

■ **Using the Fax Function**
See the *Sending and Facsimile Guide*.

■ **Date and Time Settings**
See "Current Date and Time," on p. 6-26.

■ **System Manager Settings**
See "Specifying the System Manager Settings," on p. 6-3.

2 CHAPTER

Basic Operations

This chapter describes the main features and basic operations of the machine.

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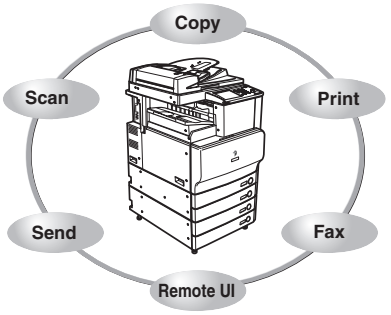
What This Machine Can Do

All the elements you will ever need in a color digital multitasking machine.



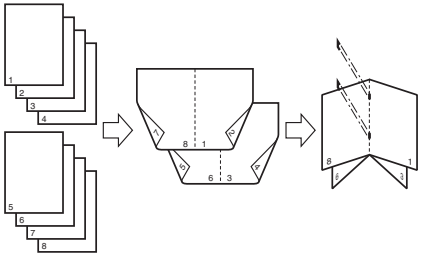
The Color imageRUNNER C3480/C3480i/C3080/C3080i/C2550 incorporates a rich array of input and output features that can greatly enhance your efficiency. Equipped with features that meet the needs of document work in a digitized office, the Color imageRUNNER C3480/C3480i/C3080/C3080i/C2550 represents the ultimate in digital multitasking machines.

An asterisk (*) indicates functions which require optional equipment. For information on the optional equipment required to use each function, and the available combinations of optional equipment, see "Available Combinations of Options," on p. 3-9.

Copying

See the *Copying and Mail Box Guide*

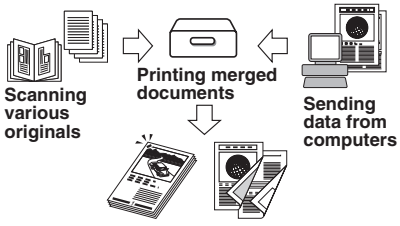
In addition to normal copying functions, convenient new functions, such as "Sample Set," which helps to avoid copy errors, "Booklet" for making copies into booklets, and "Different Size Originals" for copying originals of different sizes together in one copy operation, are provided to increase your productivity.



Mail Box Function

See the *Copying and Mail Box Guide*

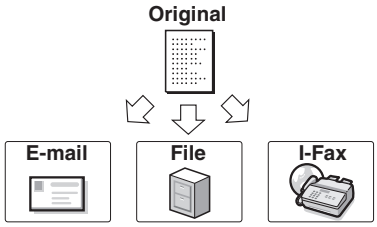
The Mail Box function enables you to save image or document data that has been scanned from the scanner unit, or created on a PC and sent to the machine's internal hard disk. The saved data can be printed at a specified time, or merged with separately saved data, or data created on a PC for simultaneous processing.



Sending Function

See the *Sending and Facsimile Guide*

The Send function enables you to send scanned image or document data to file servers, or send it by e-mail or I-fax. A variety of file formats are supported (PDF, TIFF, JPEG), which offer you greater flexibility in accommodating digital workplace environments.



Faxing*

See the *Sending and Facsimile Guide*

In addition to normal facsimile functions, the machine offers you Super G3 compatibility. This enables you to transmit documents at high speeds, greatly reducing transmission costs as compared to conventional facsimile machines. Installing the Super G3 Multi-Line Fax Board enables you to use two lines to send and receive fax documents.

Printing

See the *PS/PCL/UFR II Printer Guide*

If the Color PCL Printer Kit is available for use, you can upgrade this machine to a high-speed network printer. This kit supports PCL at maximized speed.

The optional Color PS Printer Kit enables the machine to support PostScript 3 emulation printing function.

Alternatively, installing the optional imagePASS (PS controller) enables you to use the machine, not only as a PostScript printer when loaded with Adobe PostScript 3 software, but also as an emulation printer of PCL5c.

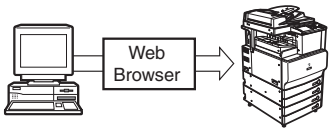
imagePASS is an optional PS (PostScript) controller that is attached to the back of the machine. It can efficiently output various data types, such as large and complex files (which combine graphics, photos, and text), Adobe PostScript 3 files, detailed graphics, etc.

imagePASS is not available for the Color imageRUNNER C2550.

Using the Remote User Interface

See the *Remote UI Guide*

You can control functions, such as confirming the status of the machine, job operations, and printing instructions for data saved in inboxes, all from your PC's Web browser.

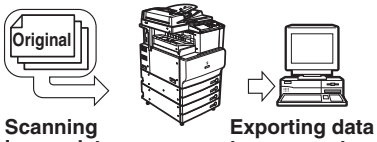


Network Scanning

See the *Color Network ScanGear User's Guide*

The Network Scan function enables you to use the machine as a conventional scanner. You can scan a document using the machine, and read the data in an application you are using on your computer. To use this function, the machine is required to be connected to a network, and the Color Network ScanGear software* installed at your computer. You can scan images of up to 11" x 17" in size at a resolution of 600 x 600 dpi.

* The Color Network ScanGear software is supplied on the accompanying CD-ROM. For more information on the Network Scan function, see the *Color Network ScanGear User's Guide*.



Scanning image data

Exporting data to a computer

Overview of the Color imageRUNNER C3480/C3480i/C3080/C3080i/C2550

Most operations on this machine are executed from the touch panel display. By pressing the keys according to the instructions on the touch panel display, you can utilize almost all of the functions of this machine.

CAUTION

Press the touch panel display keys gently with your fingers or the edit pen. Do not press the touch panel display with a pencil, ballpoint pen, or other sharp objects that can scratch the surface of the touch panel display or break it.

NOTE

Before using the touch panel display, peel off the protective film from the display.

The Touch Panel Display

Keys for using the machine's main functions are located on the top of the touch panel display. To use any of the desired function's features, you must first press the key for the desired function. The area on the bottom of the touch panel display is used for messages that indicate the status of the machine.

Switching the Functions Indicated on the Touch Panel Display

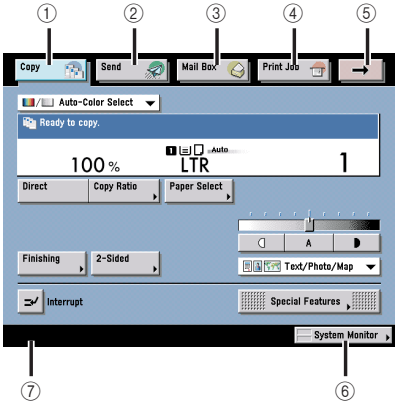
After the power is turned ON, the following screen appears on the touch panel display. You can press [Copy], [Send], [Mail Box], [Print Job], [Scan], or [System Monitor] to change functions. (See "Initial Function at Power ON," on p. 4-27.)
To display other functions, such as an installed MEAP (Multifunctional Embedded Application Platform) application, press [→].

NOTE

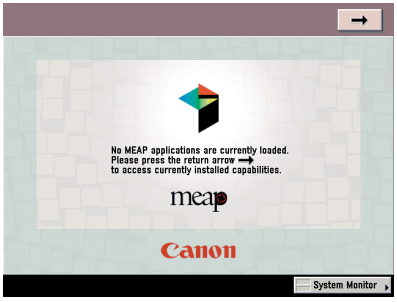
- For information on the various keys displayed on the touch panel display, see "Various Touch Panel Display Screens," on p. 2-8.
- You can set the initial screen (the first screen that appears when the machine is turned ON) from the Additional Functions screen. The initial screen can be the Copy, Send or Fax, Mail Box, Print Job, MEAP, or System Monitor screen.
- In this guide, only [Copy] is displayed in screen shots of the touch panel display. However, both [Copy] and [Express Copy] are displayed by default.

■ Keys Displayed on the Touch Panel Display

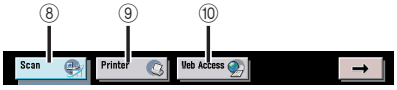
The Copy Basic Features screen is shown as an example below.



Page 1 of the Basic Features Screen (Group A)



MEAP Application Screen



Page 2 of the Basic Features Screen (Group B)

① **Copy**

Press this key to access the machine's copying functions. (See Chapter 1, "Introduction to the Copy Functions," in the *Copying and Mail Box Guide*.)

② **Send**

Press this key to access the machine's sending functions, and facsimile functions. (See Chapter 1, "Introduction to Sending and Fax Functions," in the *Sending and Facsimile Guide*.)

③ **Mail Box**

Press this key to access the machine's mailbox functions. (See Chapter 2, "Introduction to the Mail Box Functions," in the *Copying and Mail Box Guide*.)

④ **Print Job**

Press this key to check or cancel print jobs, and to check or print the print job log. (See Chapter 5, "Checking Job and Device Status.")

⑤ **→**

Press this key to gain access to hidden function keys. The function keys are displayed on two screens. You can also customize the order of the function keys in Function Display Settings in Common Settings (from the Additional Functions screen). (See "Initial Function at Power ON," on p. 4-27.)

⑥ **System Monitor**

Press this key to change, check, or cancel jobs, and to check or print the job log. (See Chapter 5, "Checking Job and Device Status.")

⑦ **Job/Print Status Display Area**

The progress of jobs and copy operations, and the status of devices and consumables are displayed here. Also, depending on the login service you are using, the current ID or user name can be displayed here. (See "Displaying the Current Department ID/User Name," on p. 6-43.)

⑧ **Scan**

Press this key to use the Network Scan function. (See the *Color Network ScanGear User's Guide*.)

⑨ **Printer**

Press this key to access the machine's printing functions.

⑩ **Web Access**

Press this key to view Web pages.

Various Touch Panel Display Screens

The top of the touch panel display may differ according to the optional equipment attached to the machine.

Attached Optional Equipment	Displayed Function Keys
None	
imagePASS	
imagePASS and Web Access Software	

* imagePASS is not available for the Color imageRUNNER C2550.

Adding New Functions

This machine is compliant with MEAP (Multifunctional Embedded Application Platform). MEAP is a software platform that enables the development of custom applications based on Sun Microsystems' Java and Java 2 Platform Micro Edition (J2ME) Technology.

MEAP enables you to do the following:

■ **Install/Uninstall Customized Applications**

Installing MEAP applications enables you to utilize new customizable functions for the machine. You can also uninstall these applications.

NOTE

For instructions on installing and uninstalling MEAP applications, see the *MEAP SMS Administrator Guide*.

■ User Management and Restriction Using a Login Service

A login service manages data relating to users using the machine. The following three login services are available:

- Default Authentication
  Use the authentication method set on the machine, such as Department ID Management or System Manager Settings, as the login service.
- SDL (Simple Device Login)
  A login service that is linked to the Department ID Management function of this machine. You can register user information from a Web browser, such as user and login names corresponding to a specific Department ID. (See the *MEAP SMS Administrator Guide*.)
- SSO (Single Sign-On)
  A login service which can be used in an Active Directory environment or in the machine. It contains the following user authentication systems. (See the *MEAP SMS Administrator Guide*.)
  - 'Domain Authentication'
  - 'Local Device Authentication'
  - 'Domain Authentication + Local Device Authentication'

IMPORTANT

To use the Domain Authentication system of SSO (including when performing domain authentication with the 'Domain Authentication + Local Device Authentication' system), a Windows server in which Active Directory is installed and Security Agent are necessary. Security Agent is supplied on the accompanying CD-ROM. For instructions on installing Security Agent, see the Readme.pdf file on the CD-ROM.

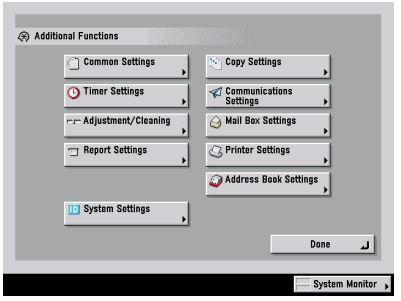
NOTE

Default Authentication is selected as the default login service. For instructions on selecting and setting a login service other than default authentication, see the *MEAP SMS Administrator Guide*.

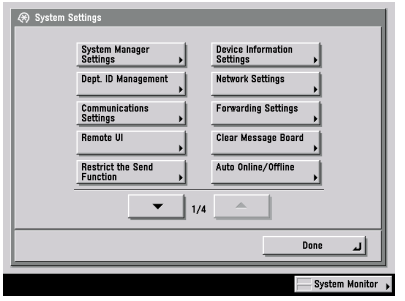
Specifying Settings

The Additional Functions screen appears when you press (Additional Functions). The Additional Functions screen enables you to make common settings related to many functions of the machine, as well as customize specific functions to suit your needs. For more information on the settings not explained in this manual, see the following manuals:

- Copy Settings: The *Copying and Mail Box Guide*
- Communications Settings and Address Book Settings: The *Sending and Facsimile Guide*
- Mail Box Settings: The *Copying and Mail Box Guide*
- Printer Settings: The *PS/PCL/UFR II Printer Guide*
- Network Settings: The *Network Guide*



The Additional Functions Screen



The System Functions Screen

NOTE

- Settings made from the Additional Functions screen are not changed even if you press (Reset).
- For instructions on customizing settings, see Chapter 4, "Customizing Settings."
- For instructions on specifying System Settings, see Chapter 6, "System Manager Settings."
- For instructions on specifying Printer Settings, see the *PS/PCL/UFR II Printer Guide*.
- For instructions on specifying Network Settings, see the *Network Guide*.

Functions That Conserve Power

You can conserve power efficiently when the machine is not being used by using the following modes.

IMPORTANT

Even if the main power switch is turned OFF, a small amount of energy is consumed if the power plug is left inserted into the power outlet. If you do not want any energy consumed, remove the power plug from the power outlet.

NOTE

- The touch panel display turns OFF when the machine enters one of the energy saving modes.
- The machine can continue to receive I-fax or fax documents, and process or print data sent from computers even if it is in one of the energy saving modes described below.

■ Auto Sleep Mode

You can set the machine to enter the Sleep mode whenever you desire, by pressing the control panel power switch. To reactivate the machine, press the control panel power switch again.

NOTE

- The machine may not enter the Sleep mode completely depending on certain conditions. (For more information, see "Energy Consumption in the Sleep Mode," on p. 4-38.)
- The Auto Sleep mode enables you to conserve more energy than the Low-Power mode.
- Turn the control panel power switch OFF when not using the machine for a prolonged period of time, for example, at night.
- If a Macintosh, which has been shut down, is connected to the machine via a USB cable, when the machine returns from the Sleep mode, the Macintosh may turn ON. In this case, disconnect the Macintosh from the machine. (You may also be able to solve this problem by using a USB hub between the machine and the Macintosh).
- The time it takes for the machine to automatically enter the Sleep mode can be set from 10 minutes to 4 hours. The default setting is '20' minutes. (See "Auto Sleep Time," on p. 4-63.)
- If Energy Consumption in Sleep Mode is set to 'Low', it may take more than 10 seconds for the touch panel to be displayed after pressing the control panel power switch.

■ Low-Power Mode

The Low-Power mode conserves energy by turning OFF the control panel, and reducing the power consumption of the fixing unit when the machine is idle for a certain period of time (after the last print job or key operation is performed). To reactivate the machine, press the control panel power switch.

NOTE

The time it takes for the machine to automatically enter the Low-Power mode can be set from five minutes to 4 hours. The default setting is '5' minutes. (See "Low-Power Mode Time," on p. 4-65.)

■ Daily Timer

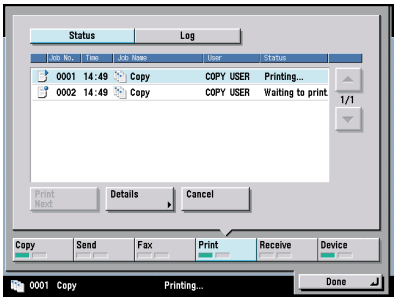
The machine automatically enters the Sleep mode at the specified time and day of the week set with the daily timer. To reactivate the machine, press the control panel power switch.

NOTE

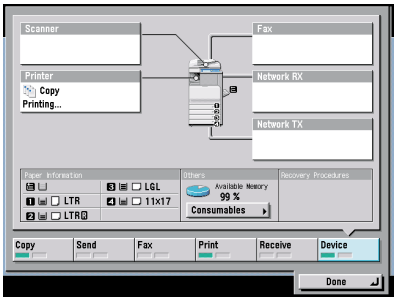
The Daily Timer settings can be set from Sunday to Saturday and 00:00 to 23:59. (See "Daily Timer Settings," on p. 4-64.)

Checking, Changing, and Canceling Print Jobs

The System Monitor screen enables you to check the status of the machine, cancel print jobs, or specify the printing priority.

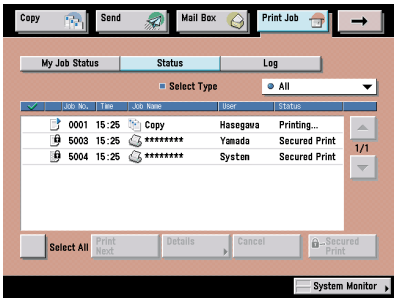


The System Monitor Screen (Print)



The System Monitor Screen (Device)

On the Print Job screen, you can confirm, cancel, or change the priority of print jobs.



The Print Job Screen

NOTE

- For instructions on checking the status of each job, see Chapter 5, "Checking Job and Device Status," in this manual, and Chapter 8, "Checking/Changing the Send/Receive Status," in the *Sending and Facsimile Guide*.
- The meanings of the icons that appear in the Job/Print Status Display Area (on the bottom left of the screen) are described below:

Icon (Type of Job)	Description
	Copy Job
	Send/Fax Job
	Mail Box Job
	Printer Job
	Report Job
	Network Scan Job
	Additional Functions Job

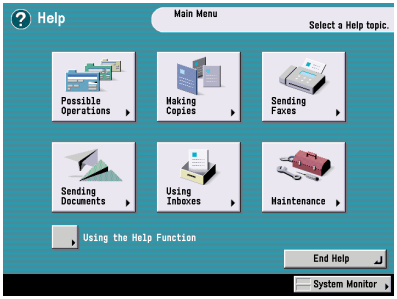
Icon (Machine Status)	Description
	Error
	Paper Jam
	Staple Jam
	Replace Toner Cartridge
	Replace Waste Toner Container

Displaying a Help Screen

Pressing (Help) brings up a guidance screen with information about the various features that are available with your machine. Follow the instructions on the screen to select the operation you want to perform. An explanation of the function and how to set it is displayed.

■ Main Menu

This is the first screen displayed when you press (Help).



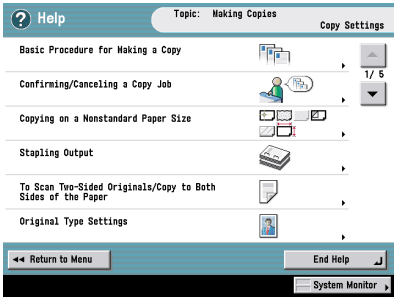
Press [Using the Help Function] to display an explanation of how to use the Help function.

NOTE

Press (Help) after selecting a mode of the Copying, Sending, or Mail Box function to bring up a guidance screen with an explanation of that mode.

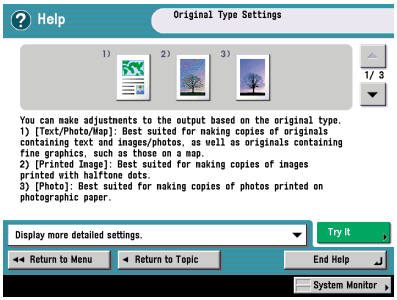
■ List Screen

Displays a list of the functions selected on the main menu.



■ Explanation Screen

Displays a detailed explanation of the function selected on the list screen.


Help
Original Type Settings
1)
2)
3)
1/ 3
You can make adjustments to the output based on the original type.
1) [Text/Photo/Map]: Best suited for making copies of originals containing text and images/photos, as well as originals containing fine graphics, such as those on a map.
2) [Printed Image]: Best suited for making copies of images printed with halftone dots.
3) [Photo]: Best suited for making copies of photos printed on photographic paper.
Display more detailed settings.
Try It
Return to Menu
Return to Topic
End Help
System Monitor

Press [Try It] to jump to the screen for setting the selected function.

Press [Display more detailed settings.] to display more detailed information and related topics.

NOTE

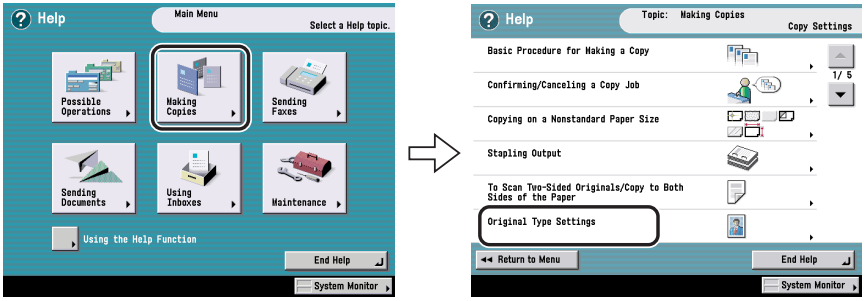
The [Try It] key is only displayed on the Explanation Screen for some Copy and Send functions.

Example:

The procedure for making a copy of a photo.

---

1 Press [Making Copies] → [Original Type Settings].



2 Check the detailed information for the function.

Press [Try It] → [Yes] to try using the function.

Reading Messages from the System Manager

The System Manager uses the Message Board feature to convey messages to the users of this machine. The messages are sent through the Remote User Interface and displayed on the touch panel display. (See Chapter 3, "Customizing Settings," in the *Remote UI Guide*.)

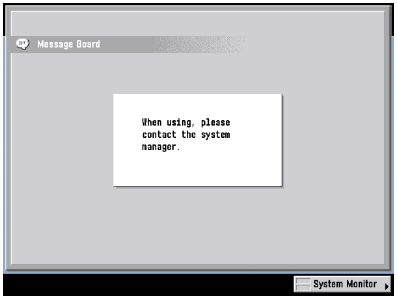
NOTE

- The message board can be used only if the machine is connected to a network.
- For instructions on erasing the message board, see "Clearing the Message Board," on p. 6-23.

Types of Message Boards

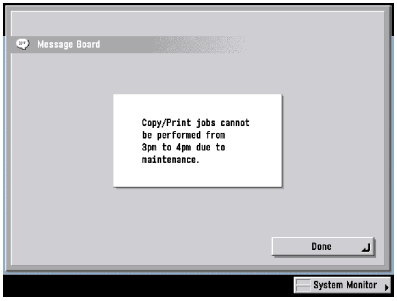
The following three types of message boards are available:

■ A Message Board without [Done]



■ A Message Board with [Done]

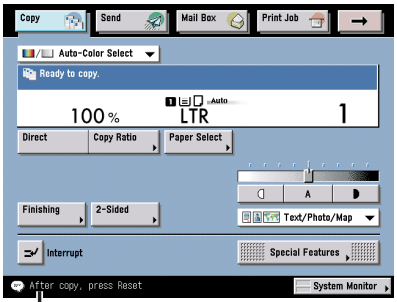
If you press [Done] and close the message board, you can perform normal operations. The message appears again when the main power is turned OFF, and then turned back ON again, or after the Auto Clear mode has initiated.



NOTE

The Auto Clear mode does not activate if Auto Clear Time is set to '0'. (See "Auto Clear Time," on p. 4-64.)

■ A Message Board Where the Message Appears in the Job/Print Status Display Area



Job/Print Status Display Area

Other Useful Functions

Other useful functions are:

■ Auto Drawer Switching

If a paper drawer runs out of paper during printing, the machine automatically locates another paper drawer loaded with the same size paper, and begins feeding paper from that paper drawer.

NOTE

You can set whether a paper drawer is subject to automatic paper drawer switching for each function. The default setting is 'Off' for the stack bypass, and 'On' for the other paper drawers. (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-33.)

■ Auto Clear

If the machine is not used for a period of approximately two minutes after the last print job or key operation is performed, the machine automatically restores the standard settings.

NOTE

You can set the Auto Clear Time from 0 to 9 minutes in one minute increments. The default setting is '2' minutes. (See "Auto Clear Time," on p. 4-64.)

■ Job Duration Display

If you set Job Duration Display to 'On' in Common Settings (from the Additional Functions screen), the display shows the time duration before a copy job completes.

NOTE

Even if Job Duration Display is set to 'On', the job duration time is not displayed when the wait time is less than one minute. (See "Job Duration Display," on p. 4-58.)

■ Number of Copies/Job Duration Status Display

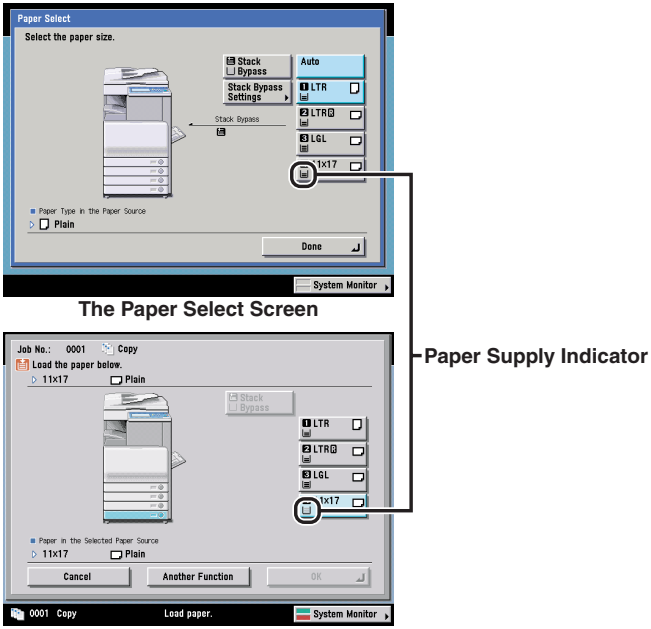
If you set Number of Copies/Job Duration Status Display to 'On' in Common Settings (from the Additional Functions screen), the number of copies specified and the approximate time before the current job completes is displayed in the Job/Print Status Display Area.

NOTE

The approximate time is not displayed when the wait time is less than one minute. (See "Number of Copies/Wait Time Status Display," on p. 4-58.)

■ Paper Supply Indicator

The paper supply indicator shows the remaining amount of paper in each paper drawer on the Paper Select screen, and on the screen that appears when paper in a paper drawer has run out during printing. (See Chapter 3, "Basic Copying and Mail Box Features," in the *Copying and Mail Box Guide*.)



The Paper Select Screen

Display When Paper Has Run Out

There are four different paper supply indicators, as shown below:

Display	Remaining Paper
	Paper drawer is approximately 50% - 100% full.
	Paper drawer is approximately 10% - 50% full.
	Paper drawer is less than 10% full.
	Paper drawer is empty.

■ Auto Orientation

Using information, such as the size of the original and zoom ratio, the machine automatically rotates the image to the most suitable orientation for the selected paper size.

If the image does not fit onto the paper after it is rotated, the machine will not rotate the image, and will print it as is, with part of the image cut off.

Even if Auto Orientation is set to 'On', the image is not rotated if the Different Size Originals, Cover/Sheet Insertion, Staple (Double), Transparency Interleaving, Framing, XY Zoom, Shift, or Image Repeat mode is set, or a nonstandard paper size is specified. (See Chapter 8, "Customizing Settings," in the *Copying and Mail Box Guide*.)

Using the Touch Panel Display

This section describes the keys that are frequently used on the touch panel display. Information on how to adjust the brightness of the touch panel display is also provided.

CAUTION

Press the touch panel display keys gently with your fingers or the edit pen. Do not press the touch panel display with a pencil, ballpoint pen, or other sharp objects that can scratch the surface of the touch panel display or break it.

NOTE

Before using the touch panel display, peel off the protective film from the display.

Frequently Used Keys

The following keys on the touch panel display are used frequently:

Press to cancel the mode that you are currently setting, or a mode that has already been set, on screens other than the Additional Functions screen. Also, press to close the current mode's setting screen, and keep the original settings set from the Additional Functions screen.

Press to confirm the current settings and proceed to the next step in the procedure.

Press to go back to the previous step in the procedure, without saving the current settings.

Press to close the current screen.

Press to confirm the current settings of a mode.

Touch Panel Key Display

When you press a key on the touch panel display, that key is highlighted, and the corresponding mode is set. When you set certain modes, the characters on some keys may become grayed out. You cannot press keys that are grayed out. This means that you cannot set these modes in combination with the presently set mode.

■ Mode Setting Keys

State of Keys	Description
	The Shift mode is not set, and can be selected.
(The key is highlighted)	The Shift mode is set, and can be selected.
(The characters on the key are grayed out.)	The Shift mode cannot be set in combination with the presently set mode.

■ Keys That Indicate When a Mode Is Turned On or Off

Mode Is Turned Off	Mode Is Turned On
	(Checked)
	(Highlighted)

Keys that have a right triangle (▶) indicate that those keys have additional screens to set their functions. If you press a key that does not have a right triangle (▶), it turns that mode on or off.

Keys That Display Additional Settings	Keys That Turn Modes On/Off

Keys that have a colored triangle (◢) in the lower right corner and that appear on screens for storing settings, are keys that already have settings stored in them.

Settings Are Stored	No Settings Are Stored

■ Keys That Display a Drop-Down List

Pressing a key that has a down triangle (▼) to the right of the name of the selection, displays a drop-down list containing other setting options.

Before Selection	Drop-Down List	After Selection
Auto-Color Select	Auto-Color Select Auto-Color Select Full Color Black Single Color Two Colors	Black

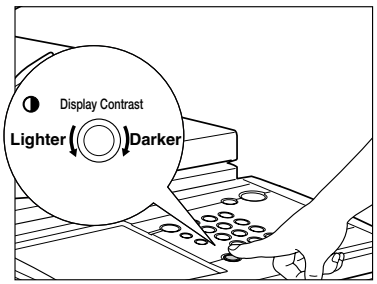
■ Numeric Keys

Anytime the numeric keys icon is displayed on the screen, you can use the numeric keys on the control panel to enter values.

You can use the num. keys. You can also use the numeric keys.	You can enter values using the numeric keys on the touch panel display or on the control panel.
Use the numeric keys.	You can only enter values using the numeric keys on the control panel.

Adjusting the Brightness

If the touch panel display is difficult to view, use the display contrast dial on the control panel to adjust its brightness.



NOTE

To make the touch panel display brighter, turn the dial counterclockwise. To make it darker, turn the dial clockwise.

Entering Characters from the Touch Panel Display

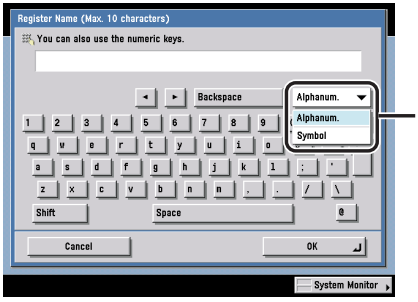
For screens that require alphanumeric entries, enter characters using the keys displayed on the touch panel display, as shown below.

NOTE

When entering characters on the SDL or SSO authentication screen or in MEAP application functions, the screen you actually see may be different.

Entering Characters

1 Press the entry mode drop-down list → select the entry mode → enter characters.



The procedure for entering characters with the entry mode is as follows.

Entry Mode	Example	Procedure
Alphanum.	Canon	Enter 'Canon'.
Symbol	é	Press [é].

To enter uppercase letters, press [Shift].

To enter a space, press [Space].

To move the cursor, press [◀] or [▶].

To switch the entry mode, press the entry mode drop-down list → select the entry mode → enter the desired characters or symbols.

NOTE

- If you make a mistake when entering characters, press [◀] or [▶] to position the cursor → press [Backspace] to delete the characters → enter the correct characters.
- To delete all of the characters you have entered, press Ⓒ (Clear).
- The available entry modes, and the maximum number of characters that you can enter vary, depending on the type of entries you are making.

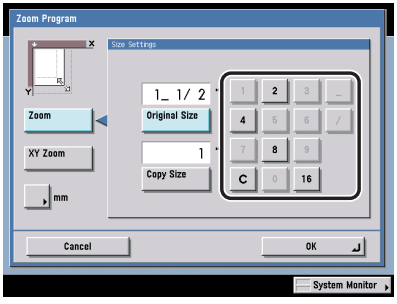
2 When you have entered all characters, press [OK].

Values in Inches

If you want to enter values in inches in all modes which require a numeric entry, set Inch Entry to 'On' in Common Settings (from the Additional Functions screen). (See "Inch Entry," on p. 4-33.) This enables you to enter values in inches when you press [Inch] on a screen requiring a numeric entry or measurement.

The following example shows you how to enter 1 1/2" for Original Size in the Zoom Program mode.

1 Press [1] → [_] → [1] → [/] → [2] using the numeric keys on the touch panel display.



NOTE

- If you make a mistake when entering values, press [C] on the touch panel display → enter the correct values.
- You can enter only 2, 4, 8, or 16 as the denominator.
- The value entered in inches is converted to millimeters by the machine each time it is entered. Thus, there may be a slight difference between the value calculated and the actual value entered.
- To enter values in millimeters, press [mm].

Entering the Department ID and Password

If Department ID Management has been set, the Department ID and password must be entered before using this machine.

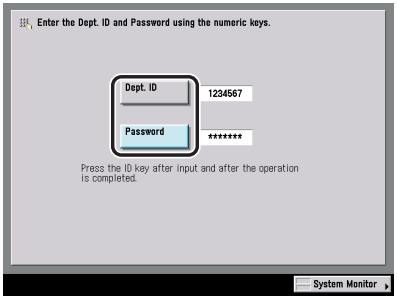
NOTE

- For instructions on setting the Department ID and password, see "Department ID Management," on p. 6-6.
- If you are using a control card for Department ID management, the message <You must insert a control card.> appears on the touch panel display. Insert the control card into the card slot. (See "Card Reader-C1," on p. 3-38.)
- The use of some functions may be restricted, and a screen asking you to enter your Department ID and password or insert your control card may appear while you are using the machine. Follow the instructions on the touch panel display to continue using the selected function.
- If you are using a MEAP application to manage user authentication, and SDL or SSO is set as the login service, the following procedure is not necessary. (See "Using a Login Service," on p. 2-29.)

1 Use 0 - 9 (numeric keys) to enter your Department ID and password.

❑ Press [Dept. ID] → enter your Department ID.

❑ Press [Password] → enter the password.


Enter the Dept. ID and Password using the numeric keys.
Dept. ID
1234567
Password
****
Press the ID key after input and after the operation is completed.
System Monitor

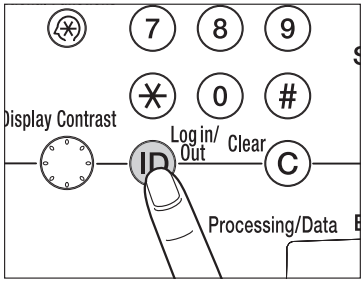
If no password has been set, proceed to step 2.

The numbers that you enter for the password are displayed as asterisks (*******).

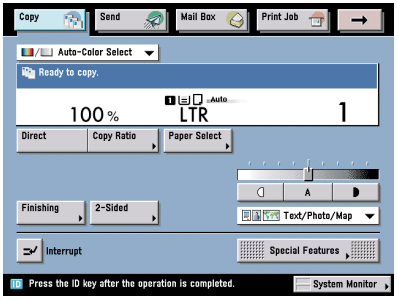
NOTE

- If you make a mistake when entering the Department ID or password, press © (Clear) → enter the correct values.
- Check with your system manager if you do not know your department ID or password.

2 Press ID (Log in/Out).



The Basic Features screen of the selected function appears on the touch panel display.

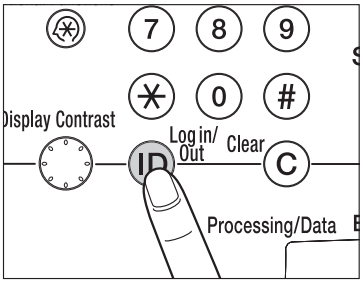


NOTE

If the Department ID or password that you entered is incorrect, the message <This number has not been stored. Enter the number again.> appears. Repeat this procedure from step 1.

3 When your operations are complete, press (Log in/Out) on the control panel.

If you are using a control card, remove the control card, and take it with you. (See "Card Reader-C1," on p. 3-38.)



NOTE

- To perform operations again, you have to re-enter your Department ID and password.
- If you do not press (Log in/Out) after you are finished operating the machine, any subsequent copies made are added to the total of the Department ID you previously entered.
- Even if you forget to press (Log in/Out) after you are finished operating the machine, the screen for entering the Department ID and password automatically appears after the set Auto Clear Time elapses. (See "Auto Clear Time," on p. 4-64.)
- After pressing (Log in/Out), all settings are canceled, and the machine returns to the Standard mode.

Using a Login Service

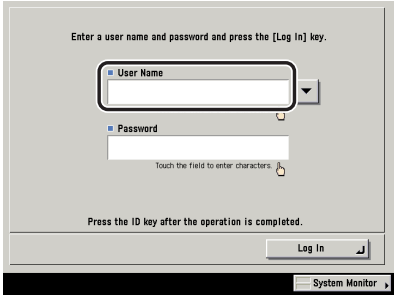
If you are managing the machine with a login service, such as SDL (Simple Device Login) or SSO (Single Sign-On), enter the user name and password before using this machine.

NOTE

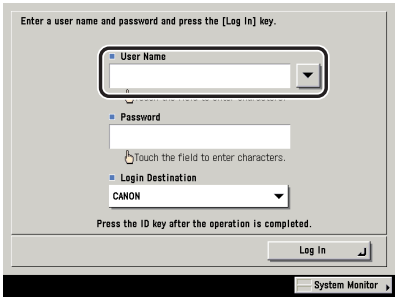
- SDL and SSO are used as examples to explain the procedure. However, if you are using a different login service, the login procedure may vary.
- For instructions on selecting and setting a login service, see the *MEAP SMS Administrator Guide*.
- For instructions on registering user data for SDL and the Local Device Authentication user authentication system of SSO, see the *MEAP SMS Administrator Guide*.
- For information on the user name used for the Domain Authentication user authentication system of SSO (including when performing Domain Authentication with 'Domain Authentication + Local Device Authentication' user authentication system), contact your system administrator.

1 Press [User Name].

If SDL is set as login service, a screen similar to the following is displayed.


Enter a user name and password and press the [Log In] key.
User Name
Password
Touch the field to enter characters.
Press the ID key after the operation is completed.
Log In
System Monitor

If SSO is set as a login service, the login destination is also displayed.


Enter a user name and password and press the [Log In] key.
User Name
Password
Touch the field to enter characters.
Login Destination
CANON
Press the ID key after the operation is completed.
Log In
System Monitor

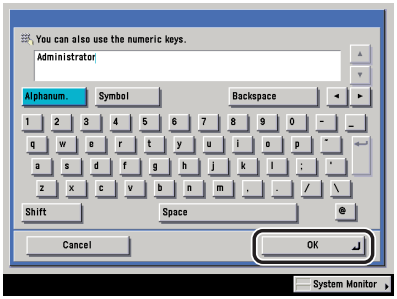
IMPORTANT

- To use the Domain Authentication system of SSO (including when performing domain authentication with the 'Domain Authentication + Local Device Authentication' system), a Windows server in which Active Directory is installed and Security Agent are necessary.
- If there is more than a 30 minute time difference between the current time set in the computer's registry using Windows Active Directory and the time set on the machine, an error will occur if you log on using the Domain Authentication system of SSO (including when performing domain authentication with the 'Domain Authentication + Local Device Authentication' system). To be able to log on using SSO, the current time on both the computer and the machine must match. For instructions on setting the current date and time on the machine, see "Current Date and Time," on p. 6-26.

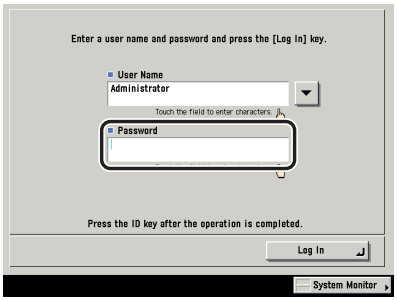
NOTE

- You can also specify the number of user's logs displayed on the touch panel display when logging in. (For more information, see the *MEAP SMS Administrator Guide*.)
- When using SDL, you can use only alphanumeric characters for user names and passwords.
- When using the Domain Authentication system of SSO (including when performing domain authentication with the 'Domain Authentication + Local Device Authentication' system), you can use only alphanumeric characters, . (period), - (hyphen), _ (underscore), or % (percent) for a user name. You can log in only if you use valid characters.
- When using the Local Device system of SSO (including when performing local device authentication with the 'Domain Authentication + Local Device Authentication' system), you can set only alphanumeric characters for user names and passwords.

2 Enter the user name → press [OK].

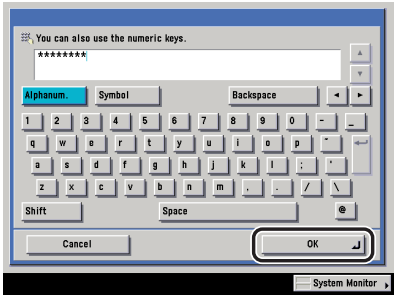


3 Press [Password].


Enter a user name and password and press the [Log In] key.
User Name
Administrator
Touch the field to enter characters.
Password
Press the ID key after the operation is completed.
Log In
System Monitor

The SDL Login Screen

4 Enter the password → press [OK].



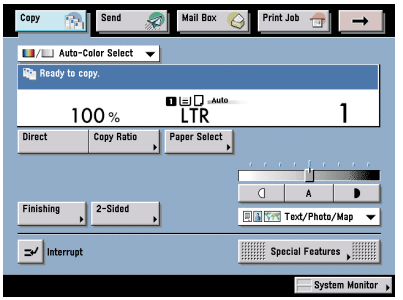
NOTE

- If you are using the Domain Authentication user authentication system of SSO (including the 'Domain Authentication + Local Device Authentication' user authentication system), select the Login destination from the drop-down list.
- For instructions on selecting the Login destination, see the *MEAP SMS Administrator Guide*.

5 Press [Log In].

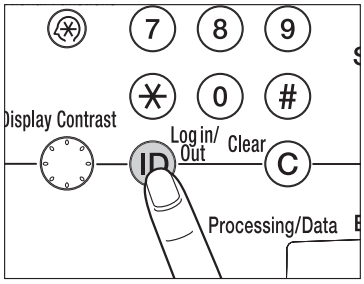
You can also press (ID) (Log in/Out) instead of [Log In] to log on.

The Basic Features screen of the selected function (or the MEAP application screen) appears on the touch panel display.



If the user name or password that you entered is incorrect, a message appears prompting you to verify your user name and password. Repeat the procedure from step 1.

6 When your operations are complete, press (Log in/Out) on the control panel.



The screen for entering the user name and password appears.

NOTE

- To perform operations again, you have to re-enter your user name and password.
- If you do not press (Log in/Out) after you are finished operating the machine, any subsequent copies made are added to the total of the user who previously logged on to the machine.
- Even if you forget to press (Log in/Out) after you are finished operating the machine, the screen for entering the user name and password automatically appears after the set Auto Clear Time elapses. (See "Auto Clear Time," on p. 4-64.)
- After pressing (Log in/Out), all settings are canceled, and the machine returns to the Standard mode.

Placing Originals

Place your originals on the platen glass or into the feeder, depending on the size and type of the original, and the copy modes that you want to use.

NOTE

If the original has too many pages to be placed in the feeder all at once, use the Job Build mode on the Special Features screen. (See Chapter 4, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide* or Chapter 4, "Special Scanning Features," in the *Sending and Facsimile Guide*.)

■ Platen Glass

Place the originals on the platen glass when copying bound originals (such as books and magazines), heavy or lightweight originals, and transparencies.

■ Feeder

Place the originals into the feeder when you want to copy several originals at the same time, and press ⊙ (Start). The machine automatically feeds the originals to the platen glass and scans them. Two-sided originals can also be automatically turned over and scanned as two-sided documents.

Document Sizes

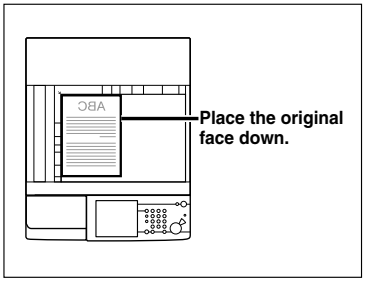
The size of the original is automatically detected, and the document is scanned. When you are sending fax documents, if the output paper in the recipient's machine is not equal to the scanned document size, the original image may be either reduced in size or divided into smaller parts before it is sent.

The machine cannot always detect the size of the original if it is a nonstandard paper size, such as a book. In this case, specify the size at which you want to scan the original. (See Chapter 3, "Basic Scanning Features," in the *Sending and Facsimile Guide*.)

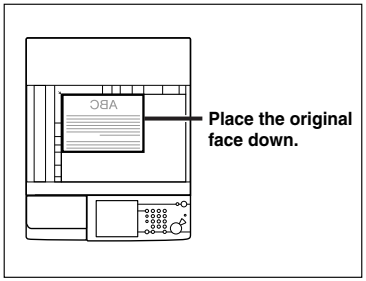
Orientation

You can place an original either vertically or horizontally. Always align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner) or the back edge of the feeder.

Platen Glass

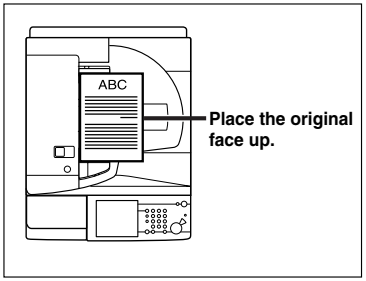


Vertical Placement

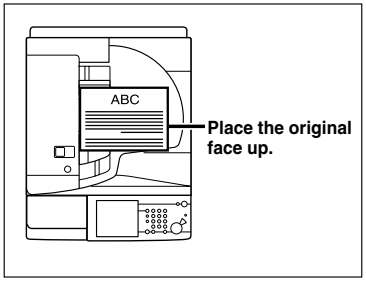


Horizontal Placement

Feeder



Vertical Placement



Horizontal Placement

NOTE

- If the top edge of the original is not aligned with the back edge of the platen glass (by the arrow in the top left corner), your original may not be scanned correctly, depending on the copy mode that you have set.
- LTR and STMT originals can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than vertically placed originals. Place originals horizontally when scanning with a Preset Zoom, such as when enlarging an LTR original onto 11" x 17" paper.
- Horizontally placed LTR and STMT originals are referred to as LTRR and STMTR.
- 12" x 18", 11" x 17", and LGL originals must be placed horizontally.

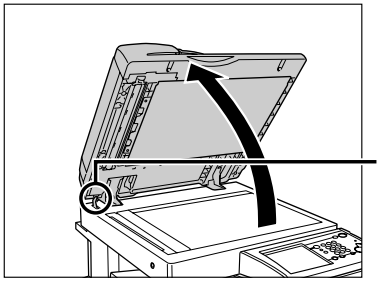
Platen Glass

You should use the platen glass when copying bound originals (such as books and magazines), heavy or lightweight originals, and transparencies. You should also place originals onto the platen glass when you want to copy an 11" x 17" original with an image that extends all the way to the edges without the periphery of the original being cut off. (See Chapter 1, "Introduction to the Copy Functions," or Chapter 3, "Basic Copying Features," in the *Copying and Mail Box Guide*, or Chapter 3, "Basic Scanning Features," in the *Sending and Facsimile Guide*.)

NOTE

The machine automatically detects the size of the following originals: 11" x 17", LGL, LTR, and LTRR.

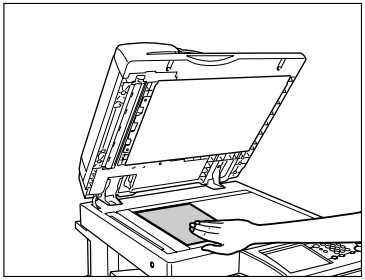
1 Lift the feeder/platen cover.



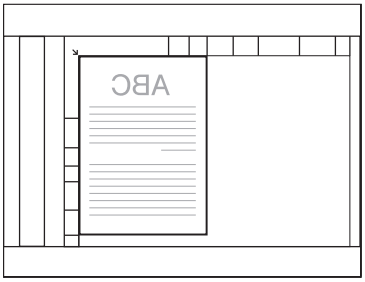
IMPORTANT

This machine is equipped with an open/close sensor on the feeder/platen cover (see circled area in the above illustration). When placing originals on the platen glass, lift the feeder/platen cover approximately 11 7/8" (300 mm) so that the sensor detaches from the feeder/platen cover. If the sensor does not detach from the feeder/platen cover, the size of the originals may not be detected correctly.

2 Place your originals face down.



The surface of the original that you want to copy must be placed face down. Align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner).

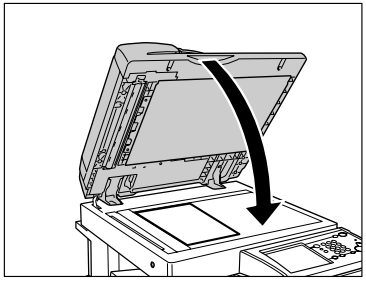


Place books and other bound originals on the platen glass in the same way.

NOTE

When you are enlarging an LTR or STMT original onto 11" x 17" or LGL paper, place the original horizontally on the platen glass, and align it with the LTRR or STMTR marks.

3 Gently close the feeder/platen cover.



CAUTION

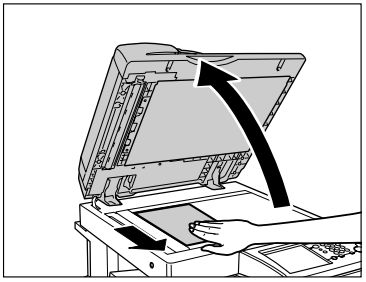
- **Close the feeder/platen cover gently to avoid catching your hands, as this may result in personal injury.**
- **Do not press down hard on the feeder/platen cover when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.**
- **Be aware that the light emitted from the platen glass may be very bright when closing the feeder/platen cover.**

IMPORTANT

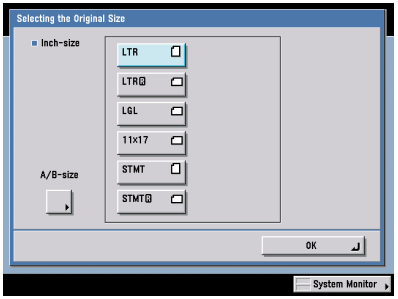
- When using the platen glass to make copies of a bound original, such as a thick book, in the Auto-Color Select mode, press the book flat against the platen glass, leaving no space. Otherwise, a black-and-white original may be detected as a color original.
- If you are placing the original on the platen glass, the size of the original is detected after the feeder/platen cover is closed. Be sure to close the feeder/platen cover before copying.

NOTE

- Remove the original from the platen glass when scanning is complete.



- The size of STMT and STMTR originals cannot be detected. After pressing (Start), follow the instructions on the screen to specify the original size. You can also manually select the paper size.



Feeder

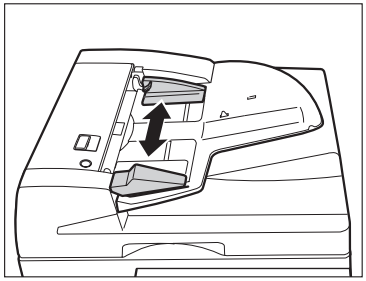
You should use the feeder when you want to copy several originals at the same time. Place the originals into the feeder and press ⓘ (Start). The machine automatically feeds the originals to the platen glass and scans them. Two-sided originals can also be automatically turned over and scanned as two-sided documents.

- Weight:
  - One-sided scanning: 11 to 32 lb bond (42 to 128 g/m^2)
  - Two-sided scanning: 13 to 32 lb bond (50 to 128 g/m^2)
- Size: 11" x 17", LGL, LTR, LTRR, or STMT
- Tray Capacity: up to 50 sheets (20 lb bond (80 g/m^2))
  (up to 10 sheets if using 11 lb bond (42 g/m^2) paper)

IMPORTANT

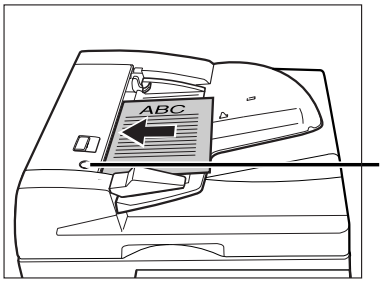
- Thin originals may become creased, if used in a high temperature or high humidity environment.
- Do not place the following types of originals into the feeder:
  - Originals with tears or large binding holes
  - Severely curled originals or originals with sharp folds
  - Clipped or stapled originals
  - Carbon backed paper or other originals which may not feed smoothly
  - Transparencies and other highly transparent originals
- If the same original is fed through the feeder repeatedly, the original may fold or become creased, and make feeding impossible. Limit repeated feeding to a maximum of 30 times (this number varies, depending on the type and quality of the original).
- If the feeder rollers are dirty from scanning originals written in pencil, perform the feeder cleaning procedure. (See "Routine Cleaning," on p. 7-55.)
- Always smooth out any folds in your originals before placing them into the feeder.

1 Adjust the slide guides to fit the size of your originals.



2 Neatly place your originals with the side to be copied face up into the original supply tray.

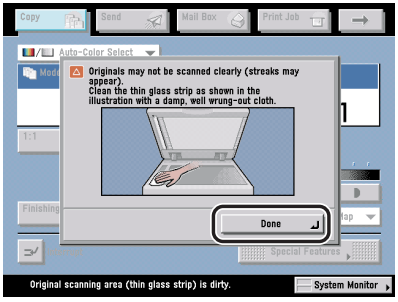
Place your originals as far into the feeder as they will go, until the Original Set indicator is lit.



If any dirt on the original scanning area is detected when the originals are placed in the feeder, the following screen appears. Even though streaks may appear on the copies, you can continue to scan your documents by pressing [Done].

It is recommended, however, that you open the feeder, clean the scanning area, and then close the feeder. The following screen will not appear once the scanning area is clean.

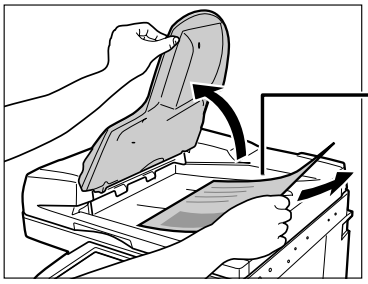
For instructions on cleaning the original scanning area, see "Routine Cleaning," on p. 7-55.


Copy
Send
Mail Box
Print Job
Auto-Color Select
Originals may not be scanned clearly (streaks may appear).
Clean the thin glass strip as shown in the illustration with a damp, well wrung-out cloth.
Done
Special Features
Original scanning area (thin glass strip) is dirty.
System Monitor

If you still find streaks on the output after the original scanning area has been cleaned, specify the Remove Background mode to erase the streaks. (See Chapter 4, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*, and Chapter 4, "Special Scanning Features," in the *Sending and Facsimile Guide*.)

IMPORTANT

- Do not add or remove originals while they are being scanned.
- When scanning is complete, remove the originals from the original output area to avoid paper jams.



NOTE

- When you are enlarging an LTR or STMT original onto 11" x 17" or LGL paper, place the original horizontally.
- The scanned originals are output to the original output area in the order they are fed into the feeder.
- You can place different size originals together into the feeder if you set the Different Size Originals mode. (See Chapter 4, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*, and Chapter 4, "Special Scanning Features," in the *Sending and Facsimile Guide*.)

Making Prints Using the Stack Bypass

If you are making prints on tracing paper, labels, transparencies, nonstandard paper size stock, or envelopes, load the paper stock into the stack bypass.

IMPORTANT

- Note the following points when using the stack bypass:
  - Paper Quantity: one to approximately 50 sheets (20 lb bond (80 g/m^2), stack approximately 1/4" (5 mm) high)
  - Paper Size: 3 15/16" x 5 7/8" to 12 5/8" x 18" (99 mm x 140 mm to 320 mm x 457 mm)
  - Paper Weight: 17 lb bond to 80 lb cover (64 to 220 g/m^2)
  - Paper which has been rolled or curled must be straightened out prior to use, to allow the paper to feed smoothly through the stack bypass (allowable curl amount: less than 3/8" (10 mm) for normal paper, less than 1/5" (5 mm) for heavy paper). There are some types of paper stock which may meet the above specifications, but cannot be fed into the stack bypass.
- Do not load different size/type paper at the same time.
- Feed coated paper one sheet at a time. Loading several sheets together may cause paper jams.
- Feed tracing paper one sheet at a time, and remove each sheet as it is delivered to the output tray. Loading several sheets of tracing paper together may cause paper jams.
- Depending on the type of heavy paper you want to load, if you load multiple sheets of heavy paper into the stack bypass, a paper jam may occur. In this case, load only one sheet of heavy paper at a time.
- If you are making two-sided prints, select the 2-Sided mode. The printed paper may crease depending on the moisture absorption condition of the paper, and if you copy the two pages as two one-sided documents.
- To print on the back side of preprinted paper, load the paper into the stack bypass, and press [2nd Side of 2-Sided Page] on the paper selection screen that appears.
- When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.
- If you are printing on envelopes, do not allow more than 10 envelopes to accumulate in the output tray. Always empty the output tray once 10 envelopes have accumulated.
- If you select [Irreg. Size] for copying, you cannot use the Poster, Rotate Collate, Rotate Group, Offset Collate, Offset Group, Staple, Hole Punch, 1▶2-Sided, 2▶2-sided, Book▶2-Sided, 2-Page Separation, Cover/Sheet Insertion, Image Combination, Booklet, Transparency Interleaving, Job Block Combination, or Store In User Inbox mode. (See Chapter 1, "Introduction to the Copy Functions," in the *Copying and Mail Box Guide*.)

- If you select [Envelope] for copying, you cannot use the Poster, Finishing, 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, 2-Page Separation, Cover/Sheet Insertion, Image Combination, Booklet, Transparency Interleaving, Form Composition, or Job Block combination mode. (See Chapter 1, "Introduction to the Copy Functions," in the *Copying and Mail Box Guide*.)
- If you select [Irreg. Size] for printing documents stored in an inbox, you cannot use the Rotate Collate, Rotate Group, Offset Collate, Offset Group, Staple, Hole Punch, 2-Sided, Booklet, Cover/Sheet Insertion, or Cover/Job Separator mode. (See Chapter 2, "Introduction to the Mail Box Functions," in the *Copying and Mail Box Guide*.)
- If you select [Envelope] for printing documents stored in an inbox, you cannot use the Finishing, 2-Sided, Cover/Sheet Insertion, Cover/Job Separator, Booklet, or Form Composition mode. (See Chapter 2, "Introduction to the Mail Box Functions," in the *Copying and Mail Box Guide*.)

NOTE

- When scanning the following originals, you cannot use the Automatic Paper Selection mode. Use the Manual Paper Selection mode when scanning these types of originals:
  - Highly transparent originals, such as transparencies
  - Originals with an extremely dark background
- Envelopes may be creased in the printing process.
- For high-quality printouts, use paper recommended by Canon.

■ Standard Size

You can select standard inch paper, or A or B series paper.

■ Irreg. Size

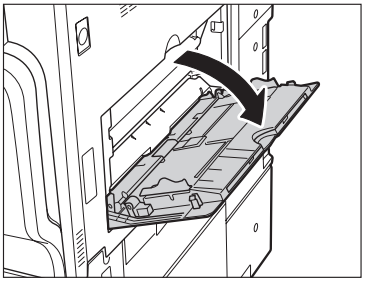
You can load nonstandard paper sizes (3 15/16" x 5 7/8" to 12 5/8" x 18" (99 mm x 140 mm to 320 mm x 457 mm)).

■ Envelope

The following envelopes can be loaded into the stack bypass:

- COM10 No.10: 4 1/18" x 9 1/2" (104.7 mm x 241.3 mm)
- ISO-B5: 7" x 9 7/8" (176 mm x 250 mm)
- Monarch: Catalog Glove No.8: 3 7/8" x 7 1/2" (98.4 mm x 190.5 mm)
- ISO-C5: 6 3/8" x 9" (162 mm x 229 mm)
- DL: 4 3/8" x 8 5/8" (110 mm x 220 mm)
- Yougata 4: 4 1/8" x 9 1/4" (105 mm x 235 mm)

1 Open the stack bypass.



NOTE

If the paper size you are going to load into the stack bypass is different from the paper size stored in Stack Bypass Standard Settings, set Stack Bypass Standard Settings to 'Off' in Common Settings (from the Additional Functions screen). (See "Standard Paper for the Stack Bypass," on p. 4-48.)

- **If the paper you want to specify is already loaded in the stack bypass:**

  ❑ Press [Paper Select] → [Stack Bypass] → select the paper size and type loaded in the stack bypass → proceed to step 6.

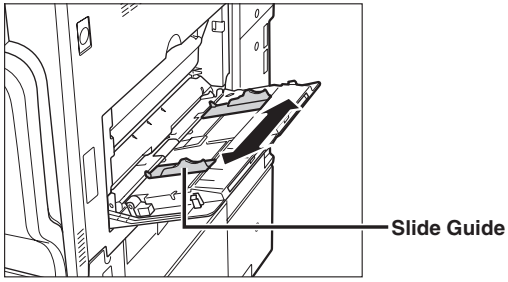
- **If the paper loaded in the stack bypass is not the paper that you want to specify:**

  ❑ Check to see if any job is reserved. (See "Checking Job Status," on p. 5-4.)

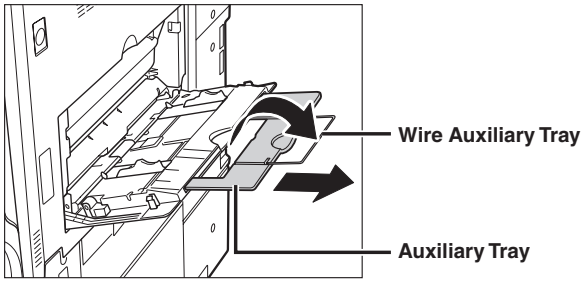
  If there is a current or reserved job, you can reserve a change of paper for the stack bypass. (See Chapter 1, "Introduction to the Copy Functions," in the *Copying and Mail Box Guide*.)

  If there is no reserved job, remove any paper remaining in the stack bypass → continue the procedure from step 2.

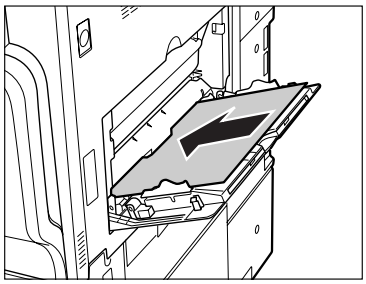
2 Adjust the slide guides to match the size of the paper.



If you are feeding large size paper, pull out the auxiliary tray.

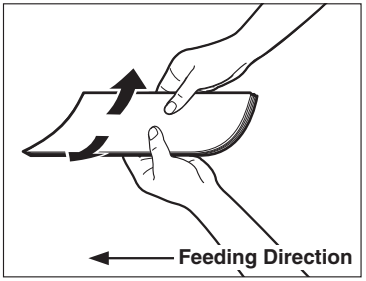


3 Load the paper into the stack bypass.

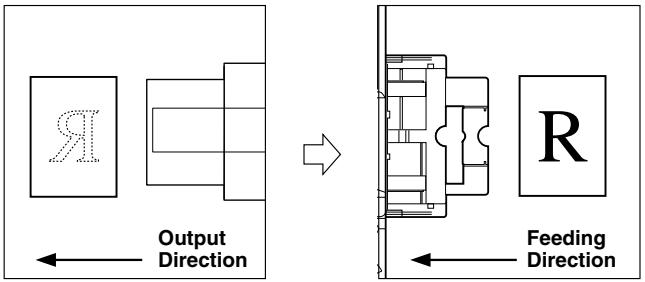


Make sure that the height of the paper stack does not exceed the loading limit mark ( ).

When you use the stack bypass to make copies, straighten out curled papers prior to use, as shown below. Curled paper may cause a paper jam.



To print on the back side of preprinted paper, load the preprinted paper face down into the stack bypass, as shown in the illustration below.



After the first one-sided copy is made

When copying on the back side of a preprinted sheet

IMPORTANT

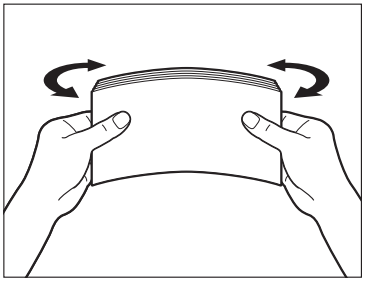
When loading paper into the stack bypass, align the paper stack neatly between the slide guides. If the paper is not loaded correctly, a paper jam may occur.

NOTE

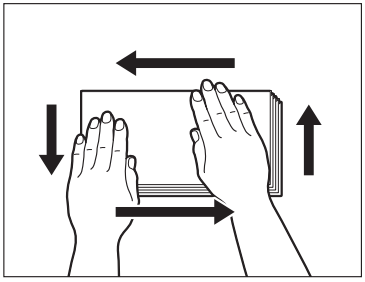
- If there are instructions on the paper package about which side of the paper to load, follow those instructions.
- When the paper is loaded into the stack bypass, the side facing down is the one printed on.
- If problems, such as poor print quality or paper jams occur, try turning the paper stack over and reload it.
- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Relationship between Original Orientation and Preprinted Paper Output Chart," on p. 9-10.

● **If you are loading envelopes into the stack bypass:**

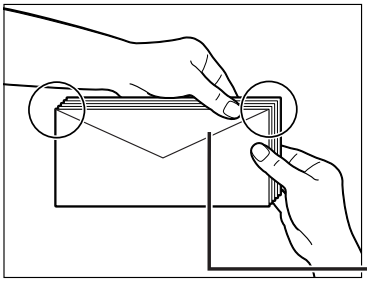
❑ Take five envelopes, loosen them as shown, and then stack them together. Repeat this step five times for each set of five envelopes.



❑ Place the envelopes on a clean, level surface, and press all the way around the envelopes by hand, in the direction of the arrows, to remove any curls. Repeat this step five times for each set of five envelopes.



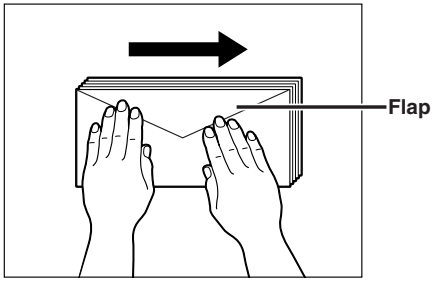
If you are using ISO-B5, ISO-C5, COM10 No.10, Monarch: Catalog Glove No.8, or DL envelopes, hold down the four corners of the envelopes firmly, so that they and the sealed or glued portion stay flat.



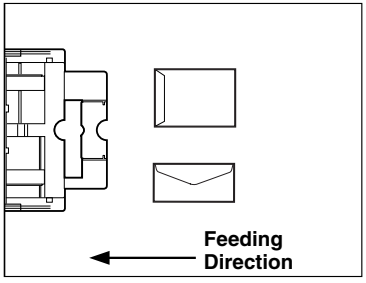
If you are using Yougata 4 envelopes, load the envelopes without folding them.

IMPORTANT

- If you use envelopes that have glue attached to their flaps, the glue may melt due to the heat and pressure of the fixing unit.
- Take particular care to spread the envelopes out in the direction that they will be fed.
- Do not print on the back side of the envelopes (the side with the flap).
- If the envelopes become filled with air, flatten them by hand before loading them into the stack bypass.



❑ Load the envelopes, as shown below.



When printing on the front side of the envelopes.

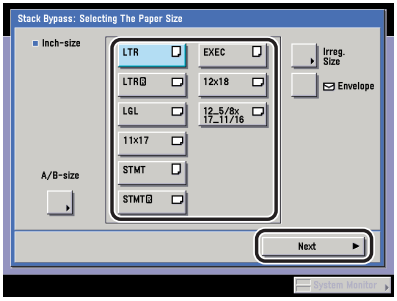
IMPORTANT

- The stack bypass can hold five envelopes at a time.
- Envelopes may be creased in the printing process.

4 Select the desired paper size.

● **If you want to select a standard paper size:**

❑ Select the desired paper size → press [Next].

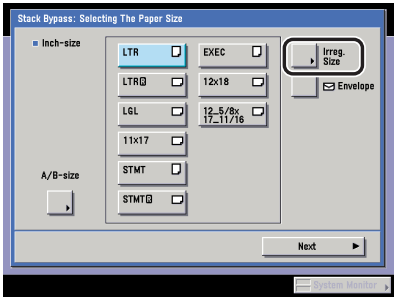


NOTE

To select an A or B series paper size, press [A/B-size].

● **If you want to select an irregular paper size:**

❑ Press [Irreg. Size].

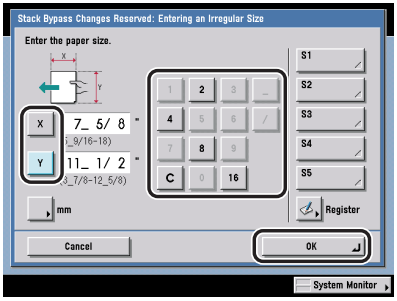


❑ Enter the size of the paper using the numeric keys on the touch panel display.

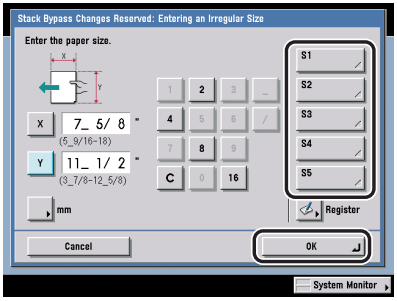
❑ Press [X] → enter a value.

❑ Press [Y] → enter a value.

❑ Press [OK].



You can also select a size key ([S1] to [S5]) containing a stored paper size setting, instead of entering values.



The display returns to the paper size selection screen.

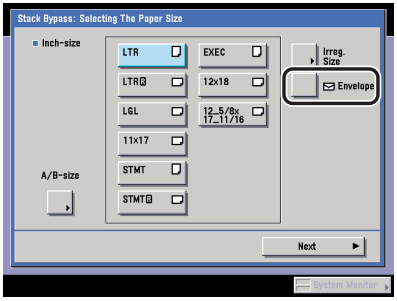
NOTE

- To enter values in millimeters, press [mm].
- For instructions on entering values in inches, see "Values in Inches," on p. 2-25.
- If you make a mistake when entering values, press [C] on the touch panel display → enter the correct values.
- To select a registered paper size stored in a size key ([S1] to [S5]), you must store the irregular paper size in the size key beforehand. For instructions on storing irregular paper sizes, see "Irregular Paper Size Settings for the Stack Bypass," on p. 4-50.

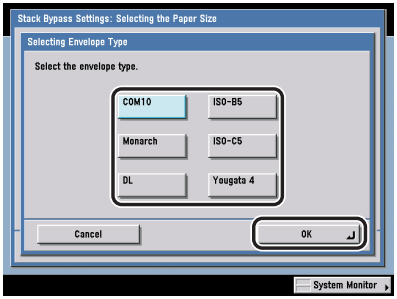
❑ Press [Next].

● If you want to select an envelope size:

❑ Press [Envelope].



❑ Select the envelope type → press [OK].

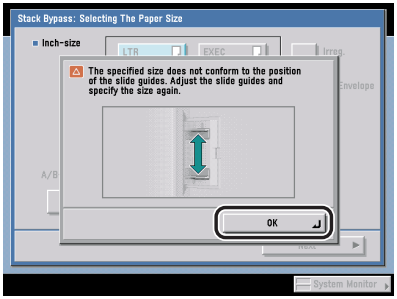


IMPORTANT

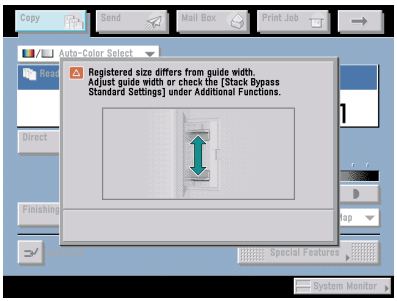
If the envelope type is not selected correctly, a paper jam will occur.

❑ Press [OK] → proceed to step 6.

If the following screen is displayed, press [OK] → adjust the width of the slide guides → specify the desired paper size.



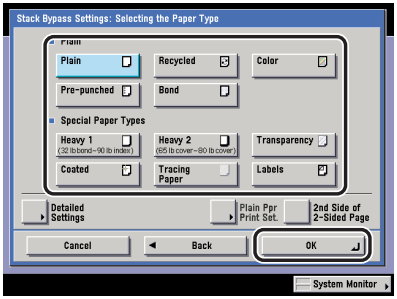
If the following screen is displayed, adjust the width of the slide guides to match the paper size stored in Stack Bypass Standard Settings, or set Stack Bypass Standard Settings to 'Off' in Common Settings (from the Additional Functions screen). (See "Standard Paper for the Stack Bypass," on p. 4-48.)



IMPORTANT

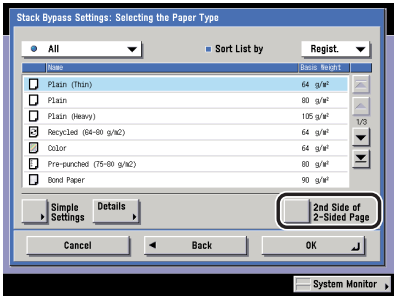
Set the paper size to the same size as the paper loaded in the Stack Bypass.

5 Select the desired paper type → press [OK].



To adjust the toner fixing, press [Plain Paper Print Settings]. If the toner appears to have fixed too much, press [Thin]. If the toner does not appear to have fixed well, press [Heavy].

If you are using a paper type that is not listed, press [Detailed Settings] → select the paper type → press [OK].

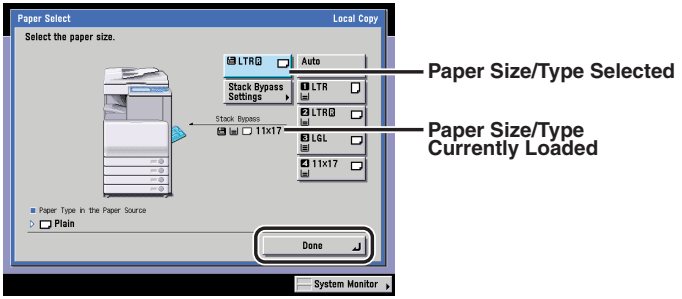


If you are printing on the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

NOTE

- [Transparency] can be selected only if [LTR] is selected as the paper size.
- For more information on paper types, see "Available Paper Stock," on p. 2-57.
- You can register a paper type that is not listed in [Detailed Settings] in the Stack Bypass Settings: Selecting the Paper Type screen. For details on registering paper types, see "Storing/Editing Irregular Paper Types," on p. 6-73.

6 Press [Done].



If you selected [Transparancy] in step 5, press [Overhead Project. Type] and select either [Transmissive] or [Reflective].

If you press [Stack Bypass Settings], follow the procedures and screens in step 4 to reset the paper size and type settings.

7 If the Copy function is selected, place your originals → select the desired copy settings.

If you are printing documents that are stored in an inbox, this step is not necessary.

8 Press (Start).

If you are printing documents that are stored in an inbox, press [Start Print].

Scanning starts.

NOTE

To cancel all settings and return the machine to the Standard mode, press (Reset).

Multifunctional Operations

The Color imageRUNNER C3480/C3480i/C3080/C3080i/C2550 offers the user many functions, such as printing, scanning, copying, and sending, which can be used together. The following table provides you with the details of multifunctional operations.

✓: Available
–: Unavailable
△: Available, but with conditions

		Receive			Send		Scan		Print			Copy: Scan and Print
		via Network	via Fax	Print Data	via Network	via Fax	Copy/ Mail Box	Send	Copy	RX Document	Print Data	
Receive	via Network	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	via Fax	✓	△*5	✓	✓	△*5	✓	✓	✓	✓	✓	✓
	Print Data	✓	✓	✓*3	✓	✓*3	✓	✓*3	✓	✓*3	✓*3	✓
Send	via Network	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	via Fax	✓	△*5	✓*3	✓	△*5	✓*1	✓*1*3	✓	✓*1*3	✓*1*3	✓*1
Scan	Copy/ Mail Box	✓	✓	✓	✓	✓*1	–	–	✓	✓*1	✓*1	–
	Send	✓	✓	✓*3	✓	✓*1*3	–	–	✓	✓*1*3	✓*1*3	–
Print	Copy	✓	✓	✓	✓	✓	✓	✓	–	△*2	△*2	–
	RX Document	✓*4	✓	✓*3	✓*4	✓*1*3	✓*1	✓*1*3	△*2	△*2*3	△*2*3	△*2
	Print Data	✓	✓	✓*3	✓	✓*1*3	✓*1	✓*1*3	△*2	△*2*3	–	△*2
Copy: Scan and Print		✓	✓	✓	✓	✓*1	–	–	–	△*2	△*2	–

*1 The machine's performance may be affected if image processing, such as compression, enlargement/reduction, and rotation are carried out.

*2 The output order of competing jobs varies, depending on whether an optional finisher is attached.
- When an optional finisher is attached: one set is output alternately for each job
- When an optional finisher is not attached: one page is output alternately for each job

*3 The machine's processing speed may be slower.

*4 When a PDF (Compact), PDF (OCR), or PDF (Trace) file or I-fax is being sent, memory conflicts may arise if a received print job or image data processing job is executed. The performance of all operations affected by this memory conflict may decrease, depending on the amount of available memory.

*5 Only available if the optional Super G3 Multi-Line Fax Board is installed. Jobs three, four, etc. can only be reserved.

NOTE

- Even if it is possible to perform multifunctional operations, the operation performance may decrease.
- The machine's performance may be affected if several network send and receive jobs are being carried out at the same time.
- The operation of printing data from an inbox is included in "Print Data" under "Print" in the table.

Available Paper Stock

The paper types that can be used with this machine are shown in the following table. Icons indicating the type of paper loaded in each paper drawer can be displayed on the paper selection screen if you store that information in the machine beforehand. (See "Identifying the Type of Paper in a Paper Source," on p. 4-35.)

√: Available –: Unavailable

Paper Type	Paper Source		
	Paper Drawer (17 lb bond to 90 lb index (64 to 163 g/m²))	Stack Bypass (17 lb bond to 80 lb cover (64 to 220 g/m²))	Paper Deck (optional) (17 to 28 lb bond (64 to 105 g/m²))
Plain[*1]	√	√	√
Recycled[*2]	√	√	√
Color[*1]	√	√	√
Pre-punched[*1]	√	√	√
Bond	√	√	√
Heavy 1[*3]	√	√	–
Heavy 2[*4]	–	√	–
Transparency[*5]	√	√	–
Tracing Paper[*6]	–	√	–
Labels	–	√	–
Coated	–	√	–
Envelopes	√[*7]	√	–

*1 Plain, Color, and Pre-punched paper are from 17 to 28 lb bond (64 to 105 g/m²).

*2 Recycled paper is from 17 to 20 lb bond (64 to 80 g/m²). You can use 100% recycled paper for Recycled paper.

*3 Heavy 1 paper is from 32 lb bond to 90 lb index (106 to 163 g/m²). If heavy paper is loaded in a paper drawer, the 2-Sided mode cannot be selected.

*4 Heavy 2 paper is from 65 to 80 lb cover (164 to 220 g/m²)

*5 Use only LTR transparencies made especially for this machine.

*6 Some types of tracing paper cannot be used.

*7 If the optional Envelope Feeder Attachment-C2 is attached to Paper Drawer 1, envelopes can be loaded.

√: Available –: Unavailable

Paper Size		Width x Length	Paper Source			
			Paper Drawer 1	Paper Drawer 2, 3, 4	Stack Bypass	Paper Deck (optional)
12 5/8" x 17 11/16"		12 5/8" x 17 11/16"	–	–	√	–
12" x 18"		12" x 18"	–	√	√	–
11" x 17"		11" x 17"	–	√	√	–
LGL		8 1/2" x 14"	√	√	√	–
LTR		8 1/2" x 11"	√	√	√	√
LTRR		11" x 8 1/2"	√	√	√	–
STMT		8 1/2" x 5 1/2"	–	–	√	–
STMTR		5 1/2" x 8 1/2"	√	√	√	–
EXEC		7 1/4" x 10 1/2"	√	√	√	–
Envelope	**COM10 No.10**	4 1/8" x 9 1/2" (104.7 mm x 241.3 mm)	√*1	–	√	–
	Monarch: Catalog Glove No.8	3 7/8" x 7 1/2" (98.4 mm x 190.5 mm)	√*1	–	√	–
	DL	4 3/8" x 8 5/8" (110 mm x 220 mm)	√*1	–	√	–
	ISO-B5	7" x 9 7/8" (176 mm x 250 mm)	√*1	–	√	–
	ISO-C5	6 3/8" x 9" (162 mm x 229 mm)	√*1	–	√	–
	Yougata 4	4 1/8" x 9 1/4" (105 mm x 235 mm)	√*1	–	√	–
Irregular Size		3 7/8" x 5 9/16" to 12 5/8" x 18" (99 mm x 140 mm to 320 mm x 457 mm)	–	–	√	–

*1 If the optional Envelope Feeder Attachment-C2 is attached to Paper Drawer 1, envelopes can be loaded.

NOTE

- For instructions on loading paper, see the following sections:
  - Paper Drawers: "Loading Paper," on p. 7-2
  - Paper Deck: "Paper Deck-Z1 (Optional)," on p. 7-10
  - Stack Bypass: "Making Prints Using the Stack Bypass," on p. 2-42
- Paper Drawers 3, 4, and the Paper Deck-Z1 are optional.

Optional Equipment

3
CHAPTER

This chapter describes the uses of optional equipment, and their special functions.

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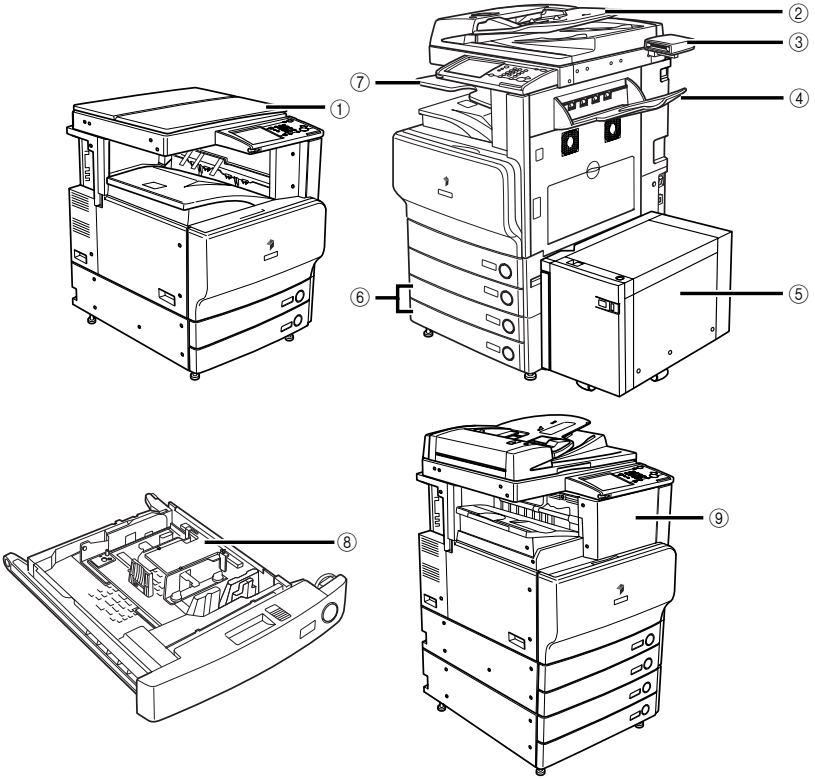
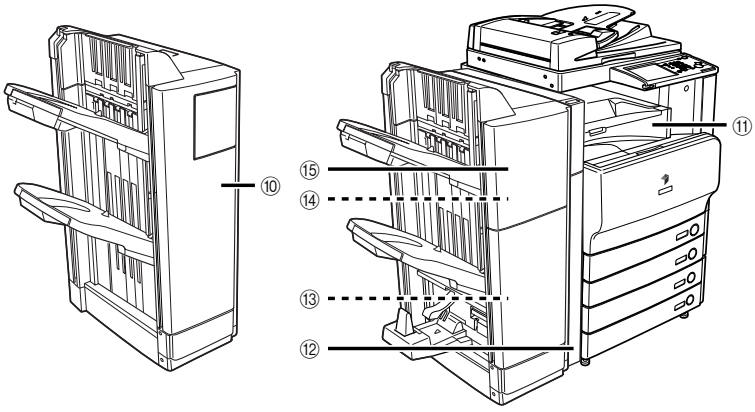
System Configuration

This section provides you with illustrations of all the optional equipment that can be attached to the machine, and shows you examples of different system configurations.

Optional Equipment





① **Platen Cover Type H**

The Platen Cover Type H secures the originals placed on the platen glass.

② **Feeder (DADF-L1)**

Originals placed in the feeder are automatically fed sheet by sheet to the platen glass for scanning. The feeder also automatically turns over two-sided originals to make one or two-sided copies. The Feeder (DADF-L1) is standard-equipped for the Color imageRUNNER C3480i/C3080i.

③ **Card Reader-C1**

The Card Reader-C1 enables Department ID Management to be performed.

④ **Copy Tray-J1**

The Copy Tray-J1 provides an additional paper output tray, and is equipped with the following features: Collate, Group, and Rotate.

⑤ **Paper Deck-Z1**

The Paper Deck-Z1 provides an additional source of paper for printing jobs.

The Paper Deck-Z1 holds up to 2,700 sheets of paper (20 lb bond (80 g/m^2)).

⑥ **Cassette Feeding Unit-Y3**

The Cassette Feeding Unit-Y3 provides two additional sources of paper for printing jobs. Each paper drawer holds up to 550 sheets of paper (20 lb bond (80 g/m^2)).

⑦ **Inner 2way Tray-D1**

The Inner 2way Tray-D1 is equipped with the following features: Collate, Group, and Rotate.

⑧ **Envelope Feeder Attachment-C2**

The Envelope Feeder Attachment-C2 can only be attached to Paper Drawer 1, and holds only envelopes.

⑨ **Finisher-Z1**

The Finisher-Z1 is equipped with the following features: Collate, Group, Offset, and Staple (Corner and Double).

⑩ **Finisher-Y1**

The Finisher-Y1 is equipped with the following features: Collate, Group, Offset, and Staple (Corner and Double). Finisher-Y1 is not available for the Color imageRUNNER C2550.

⑪ **Buffer Pass Unit-E2**

The Buffer Pass Unit-E2 is required to attach the Finisher-Y1 or Saddle Finisher-Y2 to the main unit. Buffer Pass Unit-E2 is not available for the Color imageRUNNER C2550.

⑫ **Puncher Unit-M1**

The Puncher Unit-M1 is equipped with the Hole Punch mode. The Puncher Unit-M1 can be attached only if the Finisher-Y1 or Saddle Finisher-Y2 is attached. Puncher Unit-M1 is not available for the Color imageRUNNER C2550.

⑬ **Staple Cartridge-D2**

The Staple Cartridge-D2 can be attached to the optional Saddle Finisher-Y2 for saddle stitching. Staple Cartridge-D2 is not available for the Color imageRUNNER C2550.

⑭ **Staple-J1**

The Staple-J1 can be attached to the optional finisher for stapling (Corner and Double).

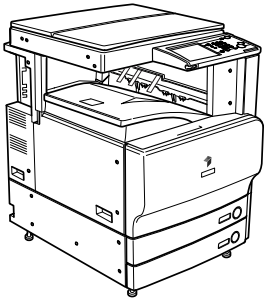
⑮ **Saddle Finisher-Y2**

The Saddle Finisher-Y2 is equipped with the following features: Collate, Group, Offset, and Staple (Corner, Double, and Saddle Stitch). Saddle Finisher-Y2 is not available for the Color imageRUNNER C2550.

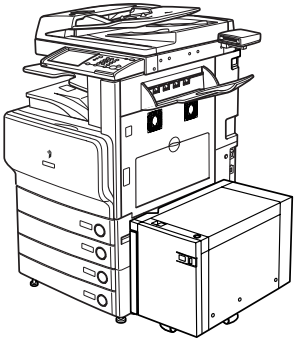
Sample System Configurations

Different optional equipment can be attached to the machine to form various system configurations. The illustrations below are only examples of some of the possible system configurations. For information on the complete range of optional equipment configurations, contact your local authorized Canon dealer.

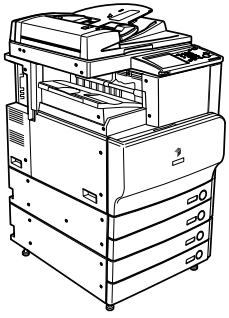
The Platen Cover Type H is attached.



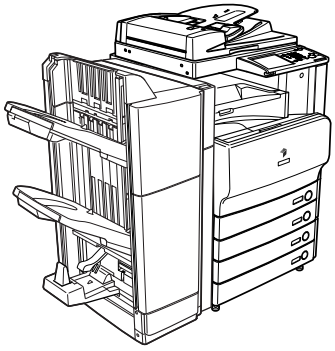
The optional Feeder (DADF-L1), Inner 2way Tray-D1, Copy Tray-J1, Cassette Feeding Unit-Y3, Paper Deck-Z1, and Card Reader-C1 are attached.



The optional Feeder (DADF-L1), Finisher-Z1, and Cassette Feeding Unit-Y3 are attached.



The optional Feeder (DADF-L1), Saddle Finisher-Y2, Puncher Unit-M1, Buffer Pass Unit-E2, and Cassette Feeding Unit-Y3 are attached.



* The Feeder (DADF-L1) is standard-equipped for the Color imageRUNNER C3480i/C3080i.

* The Saddle Finisher-Y2, Puncher Unit-M1, and Buffer Pass Unit-E2 are not available for the Color imageRUNNER C2550.

System Options

By installing system related optional accessories, the user can expand the functionality of the machine. This section describes the system related optional accessories and their functions.

■ Color PCL Printer Kit

The Color PCL Printer Kit can be available only to the Color imageRUNNER C3480/C3080/C2550, and is well-suited for users who are using Microsoft Office applications. It supports PCL 5c emulation printing solutions.

NOTE

- For the Color imageRUNNER C3480i/C3080i, the machine is equipped with the PCL Printer function as standard, therefore you do not need to activate this option.
- For the Color imageRUNNER C3480/C3080/C2550, to use the PCL Printer function, the Color PCL Printer Kit must be activated for use.

■ Color PS Printer Kit

The Color PS Printer Kit supports PostScript 3 emulation printing solutions.

NOTE

To use the features of the Color PS Printer Kit, it must be activated by registering a license key, after the memory of the machine has been expanded to 1,536 MB.

■ 1200dpi Print Expansion Board

This expansion board enables you to print at resolutions of 1200 dpi using the printer driver, and is optional for the Color imageRUNNER C2550. (Standard-equipped for Color imageRUNNER C3480/C3480i/C3080/C3080i.)

■ imagePASS

imagePASS is a piggyback printer controller which attaches to the back of the machine. imagePASS supports Adobe Genuine PostScript 3 and PCL5c, and is suited for office environments in which larger print volumes are frequently processed, or for users who use Adobe PostScript or other PostScript applications.

IMPORTANT

imagePASS is not available for the Color imageRUNNER C2550.

NOTE

imagePASS cannot be used with the optional Color PS Printer Kit.

■ iR 512MB Expansion RAM

This option expands the memory capacity (1,024 MB as standard) of the machine. To enable some optional functions, it is necessary to install the iR 512 MB Expansion RAM to expand the memory capacity of the machine to 1,536 MB.

■ Super G3 FAX Board

Installing the Super G3 FAX Board enables you to fax documents that have been created in applications directly from your PC via a network.

NOTE

- The Canon Fax Driver is supplied with the Super G3 FAX Board, and enables you to send fax images from a PC via the machine.
- The optional Super G3 FAX Board and Super G3 Multi-Line Fax Board cannot be installed at the same time.

■ Super G3 Multi-Line Fax Board

Installing the Super G3 Multi-Line Fax Board enables you to use two lines to send and receive fax documents that have been created in applications directly from your PC via a network.

NOTE

The optional Super G3 FAX Board and Super G3 Multi-Line Fax Board cannot be installed at the same time.

■ Wireless Network Interface Adapter

Attaching the Wireless Network Interface Adapter will allow the machine to connect to a network without using cables, and transfer data in infrastructure mode via an access point. Setting a password and authentication method reduces the risk of stolen data or unauthorized access by a third party.

IMPORTANT

The Wireless Network Interface Adapter cannot be used at the same time as the network interface standard-equipped with the machine (standard network).

■ Universal Send PDF Advanced Feature Set

The Universal Send PDF Advanced Feature Set improves the performance of PDF files created on the machine. It enables the Compact PDF, Trace & Smooth, and Searchable PDF modes.

NOTE

- For the Color imageRUNNER C3480i/C3080i, the machine is equipped with the features of the Universal Send PDF Advanced Feature Set as standard, therefore you do not need to activate this option.
- For the Color imageRUNNER C3480/C3080/C2550, to use the features of the Universal Send PDF Advanced Feature Set, it must be activated by registering a license key.

■ Universal Send PDF Security Feature Set

The Universal Send PDF Security Feature Set improves the performance of PDF files created on the machine. It enables you to encrypt the PDF files and set a password to send them safely to a file server or e-mail address. It also enables the recipient of a PDF file sent to an e-mail or file server destination to verify which device scanned it.

NOTE

- For the Color imageRUNNER C3480i/C3080i, the machine is equipped with the features of the Universal Send PDF Security Feature Set as standard, therefore you do not need to activate this option.
- For the Color imageRUNNER C3480/C3080/C2550, to use the features of the Universal Send PDF Security Feature Set, it must be activated by registering a license key.

■ Digital User Signature PDF Kit

The Digital User Signature PDF Kit improves the performance of PDF files created on the machine. It enables the recipient of a PDF file sent to an e-mail or file server destination to verify which user signed it.

NOTE

To use the features of the Digital User Signature PDF Kit, it must be activated by registering a license key. A separate contract with a certificate authority is also necessary.

■ Secure Watermark

The Secure Watermark enables you to embed hidden text in the background of copies. You can embed text, such as "CONFIDENTIAL," the date and time, or a department name. The embedded text only appears when the machine prints the copies.

NOTE

To use the features of the Secure Watermark, it must be activated by registering a license key, after the memory of the machine has been expanded to 1,536 MB.

■ HDD Data Encryption Kit

The HDD Data Encryption Kit is a tool that enables you to prevent data leakages by encrypting all of the data stored in the hard disk of the machine. Encrypted hard disk data that is extracted from the machine cannot be read properly.

■ HDD Data Erase Kit

The HDD Data Erase Kit enables you to erase the data stored in the hard disk completely.

NOTE

To use the Data Erase function, the HDD Data Erase Kit must be activated.

■ Web Access Software

The Web Access Software enables the user to view web pages from the touch panel display of the machine.

NOTE

To print web pages and PDF files using the Web Access Software, the optional Color PS Printer Kit must be activated by registering a license key, after the memory of the machine has been expanded to 1,536 MB.

■ Encrypted Secure Print Software

The Encrypted Secure Print Software enables you to encrypt print data sent from a computer using the Secured Print function, and decrypt it at the machine. This enables you to strengthen the security of print data by preventing the contents of your printed documents from being seen by other users, and preventing the unauthorized use of confidential information.

■ Access Management System Kit

The Access Management System Kit enables you to restrict the various features of the Copy, Print, Mail Box, and Send functions that each user can use. Restricting the Send function enables you to reduce the risk of confidential information being leaked, and restricting users to only allow two-sided printing of multiple page documents enables printing costs to be reduced.

■ Workflow Composer

Workflow Composer is an option that enables you to register combinations of functions (such as Scan, Print, and Send functions). For example, you can execute multiple operations such as scanning and then sending an original, or combining documents stored in a User Inbox and then printing them as a booklet, all with a single operation.

The authentication function of Workflow Composer also enables each user to register and execute their own settings.

Available Combinations of Options

This table describes the optional equipment that is needed to use each function, the available combinations of options that can be installed simultaneously, and the limitations when installing optional equipment.

Machine Function		Optional Equipment Needed	Simultaneous Installation	
			Required	Limitations
Compact PDF Trace & Smooth Searchable PDF (standard equipped for the Color imageRUNNER C3480i/C3080i)		Universal Send PDF Advanced Feature Set	-	-
Encrypted PDF Device Signature (standard equipped for the Color imageRUNNER C3480i/C3080i)		Universal Send PDF Security Feature Set	-	-
Fax Function		Super G3 FAX Board or Super G3 Multi-Line Fax Board	-	The Super G3 FAX Board and Super G3 Multi-Line Fax Board cannot be installed together.
Additional Copy Tray	Right Side Output Tray	Copy Tray-J1	-	The Copy Tray-J1 cannot be used with the Finisher-Y1 or Saddle Finisher-Y2.
	Inner Output Tray	Inner 2way Tray-D1	-	The Inner 2way Tray-D1 cannot be used with the Finisher-Z1, Finisher-Y1, or Saddle Finisher-Y2.
Secure Watermark		Secure Watermark (activated)	iR 512MB Expansion RAM	To use the features of the Secure Watermark, it must be activated after the memory of the machine is expanded to 1,536 MB.
PCL Print Function (standard equipped for the Color imageRUNNER C3480i/C3080i)		Color PCL Printer Kit (activated)	-	To use the PCL printer function, the Color PCL Printer Kit must be available for use

Machine Function	Optional Equipment Needed	Simultaneous Installation	
		Required	Limitations
PS Print Function	Color PS Printer Kit (activated) or imagePASS (imagePASS is not available for the Color imageRUNNER C2550.)	iR 512MB Expansion RAM	The Color PS Printer Kit and imagePASS cannot be used together. To use the Color PS Printer Kit, it must be activated after the memory of the machine is expanded to 1.536MB.
Collate Group Offset Staple	Finisher-Z1, Finisher-Y1, or Saddle Finisher-Y2	Buffer Pass Unit-E2*1	The Copy Tray-J1 cannot be attached to the Finisher-Y1 or Saddle Finisher-Y2. The Finisher-Y1, and Saddle Finisher-Y2 cannot be attached at the same time.
Hole Punch	Puncher Unit-M1	Finisher-Y1, Saddle Finisher-Y2, or Buffer Pass Unit-E2	-
Department ID Management*2	Card Reader-C1	-	-
Additional Paper Supply	Cassette Feeding Unit-Y3	-	-
Large Scale Paper Supply	Paper Deck-Z1	-	-
Security Management (Data Encryption)	HDD Data Encryption Kit	-	-
Security Management (Data Erase)	HDD Data Erase Kit	-	-

Machine Function		Optional Equipment Needed	Simultaneous Installation	
			Required	Limitations
Displaying Web Pages	Viewing	Web Access Software	-	-
	Printing Web Pages		Color PS Printer Kit (activated)	If the imagePASS is installed, you cannot print web pages or PDF files using the Web Access Software.
	Printing PDF Files			
Encrypted Secured Printing		Encrypted Secure Print Software	-	-

*1 If the Finisher-Z1 is attached, the Buffer Pass Unit-E2 is not necessary.

*2 The Department ID Management function is a standard function in this machine. If the optional Card Reader-C1 is attached, Department ID Management is performed automatically, and you do not have to enter the Department ID and password manually. The Card Reader-C1 enables you to check the print totals and the remaining number of pages that can be printed on the touch panel display.

Utilities

Using the following utilities, you can specify various settings for Canon devices connected to a network on your computer.

■ NetSpot Device Installer

NetSpot Device Installer is a utility for specifying the initial settings of Canon devices connected to a network. Available on the CD-ROM, NetSpot Device Installer can be accessed directly without installation, enabling network users to quickly and easily specify the initial settings of network devices.

For the system requirements for NetSpot Device Installer and instructions on how to install the utility, see the Readme file for NetSpot Device Installer. For instructions on how to display the Readme file, see the *Network Quick Start Guide*.

■ imageWARE Enterprise Management Console

imageWARE Enterprise Management Console is a utility for performing centralized device management. It enables you use a Web browser to perform various operations, such as viewing lists of devices, displaying or sending notification of device status, and managing multiple devices using automated tasks. Also, imageWARE Enterprise Management Console enables you to jump directly to the Remote UI and perform various settings for the machine.

For information on the system requirements and the installation procedure for imageWARE Enterprise Management Console, see the *imageWARE Enterprise Management Console Installation Guide (PDF manual)*, on the imageWARE Enterprise Management Console CD-ROM.

■ imageWARE Document Manager Personal

imageWARE Document Manager Personal is software that enables you to manage and view image data and documents created with various applications. By using it together with a device via a network connection, you can conduct highly-functional management of documents. The saved documents are stored in a folder created in the Document Manager cabinet.

■ imageWARE Document Manager Gateway

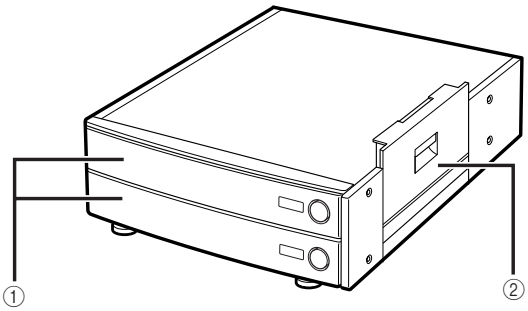
imageWARE Document Manager Gateway is software that operates in Windows and enables you to store documents. You can send and store scanned documents and received fax documents in a folder created in the Document Manager cabinet.

Cassette Feeding Unit-Y3

If you attach the Cassette Feeding Unit-Y3 to the machine, you have two additional paper sources for print jobs.

Up to 550 sheets of paper (20 lb bond (80 g/m^2)) can be loaded into each drawer of the cassette feeding unit.

Parts and Their Functions



① **Paper Drawers**

Each paper drawer holds up to 550 sheets of paper (20 lb bond (80 g/m^2)).

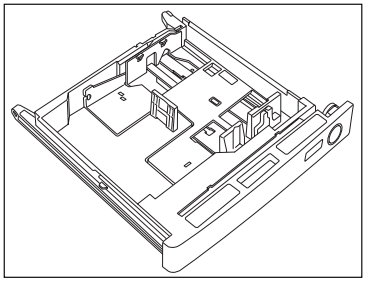
② **Lower Right Cover**

Open this cover to remove jammed paper.

■ FL Cassette-Y1

This cassette can be adjusted to hold various paper sizes. (See "Adjusting a Paper Drawer to Hold a Different Paper Size," on p. 7-7.)

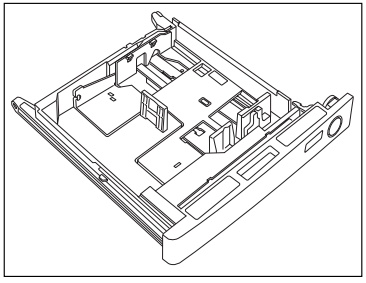
- Available Locations: Paper Drawer 2, 3, or 4
- Available Paper Sizes: 12" x 18", 11" x 17", LGL, LTR, LTRR, STMTR, or EXEC



■ FL Cassette-Z1

This cassette can be adjusted to hold various paper sizes. (See "Adjusting a Paper Drawer to Hold a Different Paper Size," on p. 7-7.)

- Available Locations: Paper Drawer 1
- Available Paper Sizes: LGL, LTR, LTRR, STMTR, or EXEC



Paper Deck-Z1

If you attach the Paper Deck-Z1 to the machine, you have one additional source of paper for print jobs.

Up to 2,700 sheets of paper (20 lb bond (80 g/m^2)) can be loaded into the paper deck.

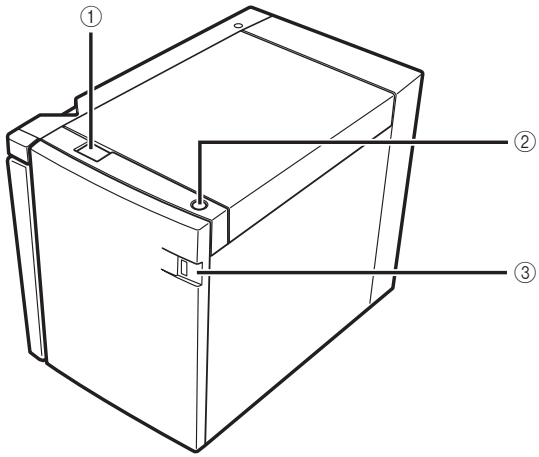
IMPORTANT

If the machine is in the Sleep mode (the touch panel is not displayed, and only the main power indicator is lit), you may not be able to open the paper deck. In this case, press the control panel power switch to reactivate the machine, and then press the open button on the paper deck.

NOTE

The paper size of the paper deck is fixed to LTR.

Parts and Their Functions



① **Release Button**

Press to move the paper deck away from the main unit when you want to detach it from the machine.

② **Open Button**

Press to open the paper deck when you need to load paper or to check for a paper jam.

③ **Paper Supply Indicator**

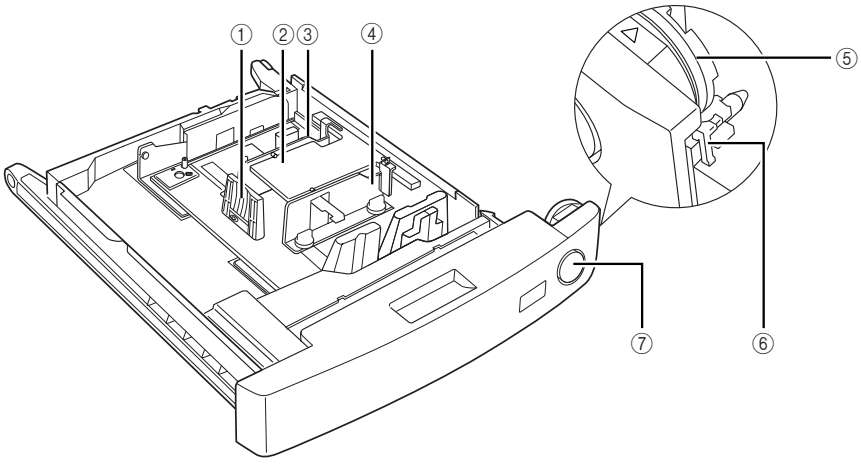
Enables you to check the amount of paper remaining in the paper deck.

Envelope Feeder Attachment-C2

The following six types of envelopes can be loaded into the envelope feeder attachment:

- COM10 No.10: 4 1/8" x 9 1/2" (104.7 mm x 241.3 mm)
- Monarch: Catalog Glove No.8: 3 7/8" x 7 1/2" (98.4 mm x 190.5 mm)
- DL: 4 3/8" x 8 5/8" (110 mm x 220 mm)
- ISO-B5: 7" x 9 7/8" (176 mm x 250 mm)
- ISO-C5: 6 3/8" x 9" (162 mm x 229 mm)
- Yougata 4: 4 1/8" x 9 1/4" (105 mm x 235 mm)

The Envelope Feeder Attachment-C2 can only be attached to Paper Drawer 1.



① Left Guide

Use the Left Guide to align the length of the envelopes being loaded.

② Envelope Receptacle

The Envelope Receptacle pushes the envelopes up so that they can be fed correctly, even when there are only a few envelopes left.

③ Back Width Guide

Fix the Back Width Guide in place using the provided screws to match the width of the envelopes.

④ Front Width Guide

Fix the Front Width Guide in place using the provided screws to match the width of the envelopes.

⑤ Paper Size Dial

When the Envelope Feeder Attachment-C2 is attached to the paper drawer, make sure that the Paper Size Dial is set to 'ENV.'.

⑥ Size Switch

Select either 'ENV.1' or 'ENV.2' for the envelope type.

⑦ Open Button

Press to open the paper drawer.

Feeder (DADF-L1)

Originals placed in the feeder are automatically fed sheet by sheet to the platen glass for scanning. The feeder also automatically turns over two-sided originals to make one or two-sided copies.

CAUTION

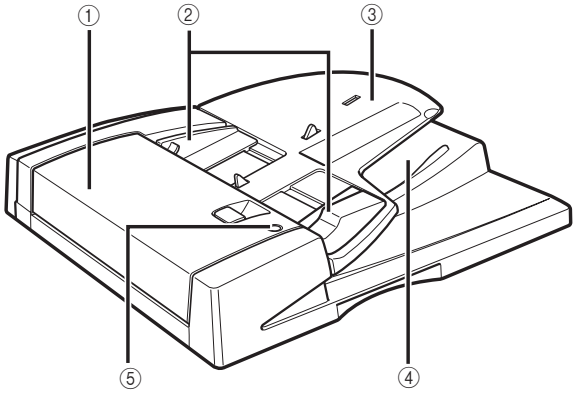
Do not insert your fingers into the gaps around the original supply tray, as your fingers may get caught. Also, be careful not to drop objects, such as paper clips into the gaps, as doing so may cause damage to the machine or cause it to break down.

IMPORTANT

- When using the platen glass to copy or scan thick originals, such as books or magazines, do not press down hard on the feeder.
- If the original output area is blocked, originals may get damaged, and printing may not be performed correctly. Therefore, do not place any objects in the original output area.

NOTE

The Feeder (DADF-L1) is standard-equipped for the Color imageRUNNER C3480i/C3080i.



① **Feeder Cover**

Open this cover to remove jammed originals.

② **Slide Guides**

Adjust the slide guides to match the width of the original.

③ **Original Supply Tray**

Originals placed here are automatically fed sheet by sheet to the platen glass. Place originals into this tray with the surface that you want to scan face up.

④ **Original Output Area**

Originals that have been scanned from the original supply tray are output to the Original Output Area in the order that they are fed into the feeder.

⑤ **Original Set Indicator**

Lights when originals are placed in the original supply tray.

Finisher-Z1

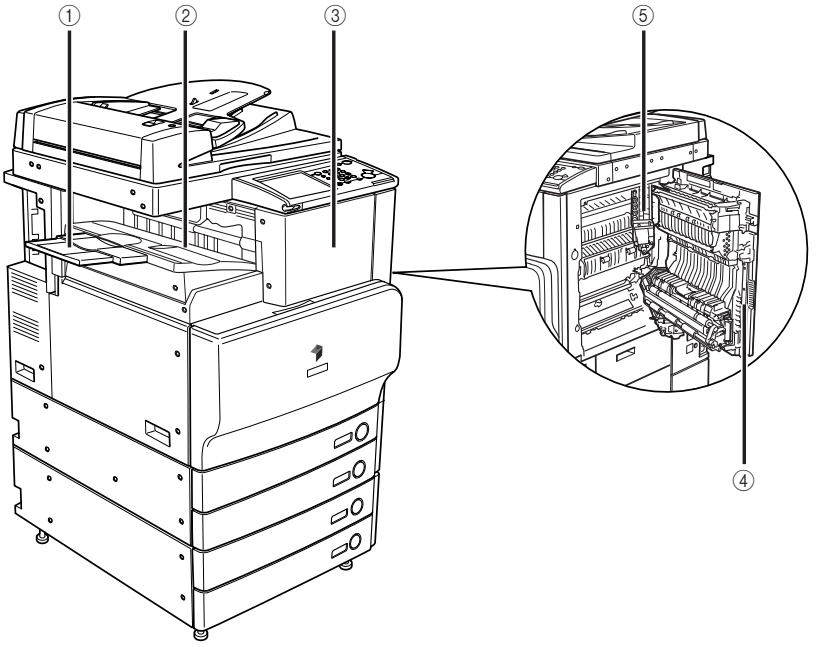
The Finisher-Z1 is equipped with the following modes: Collate, Group, Offset, and Staple. (See "Finishing Modes," on p. 3-21.)

If the optional Copy Tray-J1 is attached to the right side of the machine, prints can be delivered to two different locations.

IMPORTANT

The Finisher-Z1 cannot be installed with the optional Inner 2way Tray-D1.

Parts and Their Functions



① **Auxiliary Tray**

If you are printing on large size paper, such as 11" x 17", LGL, or LTRR, pull out the auxiliary tray.

② **Output Tray**

Paper is output to the output tray.

③ **Front Cover**

Open this cover to replace the staple cartridge in the stapler unit, or to clear a staple jam. (For instructions on replacing the staple cartridge, see "Replacing the Staple Cartridge," on p. 7-29. For instructions on clearing a staple jam, see "Finisher-Z1 (Optional)," on p. 8-64.)

④ **Main Unit's Upper Right Cover, Main Unit's Lower Right Cover**

Open this cover when clearing a paper jam inside the main unit. (See "Screens Indicating the Locations of Paper Jams," on p. 8-4.)

⑤ **Paper Output Unit**

Pull out the paper output unit to remove jammed paper. (See "Finisher-Z1 (Optional)," on p. 8-40.)

Finishing Modes

The Finisher-Z1 is equipped with the following finishing modes.

NOTE

If the Collate or Group mode is set, the output tray moves downward as the stack of paper that is output increases in quantity and thickness. Once the output tray has reached its stacking limit, printing stops temporarily. Remove all of the prints from the output tray, and printing resumes.

■ Collate Mode

The prints are automatically collated into sets arranged in page order. The collated print sets can be shifted by pressing [Offset].

■ Group Mode

All prints of the same original page are grouped together. The grouped print sets can be shifted by pressing [Offset].

■ Offset Mode

The print output is shifted alternately to the front and back of the tray, in a vertical (portrait) orientation, or a horizontal (landscape) orientation depending on the orientation of your originals. For example, if you place LTRR originals, the paper is output and shifted in the horizontal direction. If you place LTR originals, the paper is output and shifted in the vertical direction.

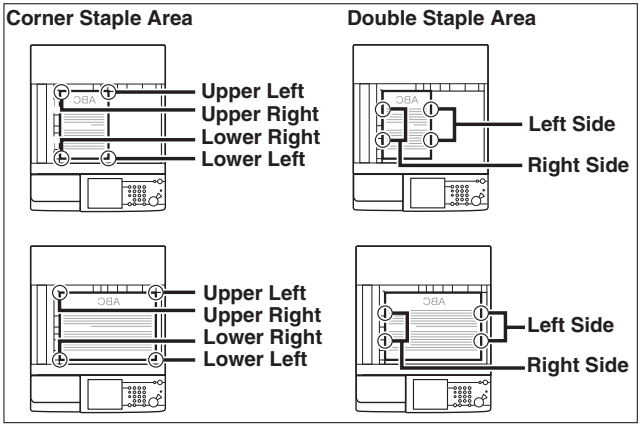
NOTE

If you press [Offset] when either the Collate or Group mode is set, each set of prints is shifted approximately 1 1/4" (30 mm) before it is delivered to the output tray.

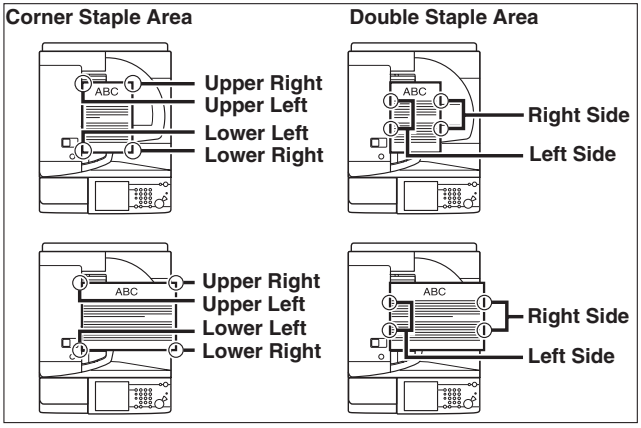
■ Staple Mode

The prints are automatically collated into sets arranged in page order and stapled. Prints are stapled in the following places:

- If an original is placed on the platen glass:

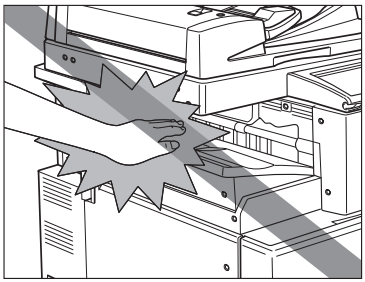


- If originals are placed in the optional feeder:



CAUTION

Do not place your hand in the part of the tray where stapling is performed if a finisher is attached, as this may result in personal injury.



IMPORTANT

- If the Staple mode is set, the output tray moves downward as the stack of paper that is output increases in quantity and thickness. Once the output tray has reached its stacking limit, or after 30 sets of prints have been output, printing and stapling stop temporarily. Remove all of the stapled prints from the output tray, and printing and stapling resume.
- Only the following paper sizes can be stapled: 11" x 17", LGL, LTR, or LTRR.
- You cannot staple envelopes, transparencies, coated paper, tracing paper, or labels.
- Do not pull copies or prints out of the output area while they are being stapled. Remove the copies or prints after they are output to one of the output trays.

NOTE

- The maximum number of sheets, including cover sheets, that can be stapled together is as follows (Only 17 to 28 lb bond (64 to 105 g/m^2) paper can be used for the main document, and 17 lb bond to 90 lb index (64 to 163 g/m^2) paper can be used for the cover page):

  - LTR

    50 sheets (17 to 20 lb bond (64 to 80 g/m^2))
    30 sheets (20 to 28 lb bond (81 to 105 g/m^2))
    2 sheets (28 lb bond to 90 lb index (106 to 163 g/m^2))

  - 11" x 17", LGL, LTRR

    30 sheets (17 to 20 lb bond (64 to 80 g/m^2))
    20 sheets (20 to 28 lb bond (81 to 105 g/m^2))
    2 sheets (28 lb bond to 90 lb index (106 to 163 g/m^2))

- If the machine stops while stapling and the message <Load staples.> appears, almost all of the staples have been used, and the staple cartridge must be replaced. To proceed, replace the staple cartridge. (See "Replacing the Staple Cartridge," on p. 7-29.)

- The following are paper sizes that can be output from the output trays of the machine. However, some paper sizes may not be output depending on the set functions.

√: Available –: Unavailable

Paper Size		Output Tray
12 5/8" x 17 11/16"		√
12" x 18"		√
11" x 17"		√
LGL		√
LTR		√
LTRR		√
STMT		√
STMTR		√
EXEC		–
Envelope	COM10 No.10	√
	Monarch: Catalog Glove No.8	√
	DL	√
	ISO-B5	√
	ISO-C5	√
	Yougata	√
Irregular size	3 7/8" x 5 9/16" to 12 5/8" x 18" (99 mm x 140 mm to 320 mm x 457 mm)	√

Finisher-Y1, Saddle Finisher-Y2, and Puncher Unit-M1

The Finisher-Y1 and Saddle Finisher-Y2 are equipped with the following finishing modes: Collate, Group, Offset, and Staple.

The Saddle Finisher-Y2 is also equipped with the Saddle Stitch mode.

The Puncher Unit-M1 is equipped with the Hole Punch mode.

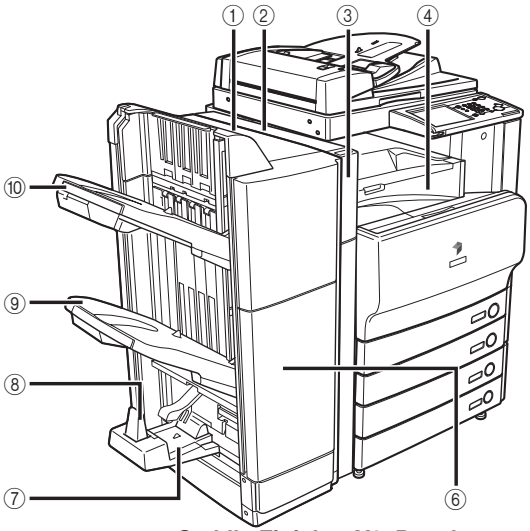
IMPORTANT

- To attach the Finisher-Y1 or Saddle Finisher-Y2, the optional Buffer Pass Unit-E2 is required.
- The Finisher-Y1, Saddle Finisher-Y2, and Puncher Unit-M1 are not available for the Color imageRUNNER C2550.

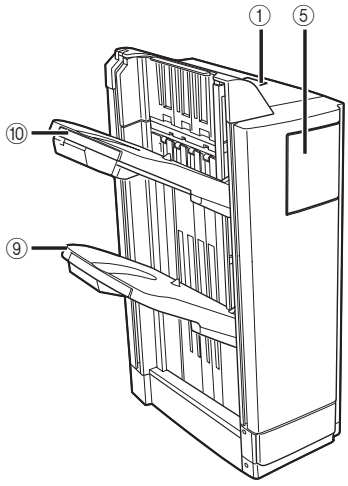
NOTE

- Either the Finisher-Y1 or Saddle Finisher-Y2 can be attached to the main unit.
- The Puncher Unit-M1 can be attached only if the Finisher-Y1 or Saddle Finisher-Y2 is attached.

Parts and Their Functions



Saddle Finisher-Y2, Puncher Unit-M1, and Buffer Pass Unit-E2



Finisher-Y1

① **Top Cover of the Finisher**

Open this cover to remove jammed paper. (See "Inside the Top Cover of the Finisher-Y1 or Saddle Finisher-Y2 (Optional)," on p. 8-44.)

② **Top Cover of the Puncher Unit-M1**

Open this cover to remove jammed paper. (See "Puncher Unit-M1 (Optional)," on p. 8-56.)

③ **Front Cover of the Punch Waste Tray**

Open this cover to remove punch waste or to remove jammed paper. (For instructions on removing punch waste, see "Removing Punch Waste," on p. 7-40. For instructions on clearing a paper jam, see "Puncher Unit-M1 (Optional)," on p. 8-56.)

④ **Buffer Pass Unit-E2**

Open the Buffer Pass Unit-E2 to remove jammed paper. (See "Inside the Buffer Pass Unit-E2 of the Finisher-Y1 or Saddle Finisher-Y2 (Optional)," on p. 8-47.)

⑤ **Front Cover of the Finisher-Y1**

Open this cover to replace the staple cartridge in the stapler unit, or to clear a staple jam. (For instructions on replacing the staple cartridge, see "Replacing the Staple Cartridge in the Stapler Unit," on p. 7-33. For instructions on clearing a staple jam, see "Finisher-Y1/Saddle Finisher-Y2 (Optional)," on p. 8-68.)

⑥ **Front Cover of the Saddle Finisher-Y2**

Open this cover to replace the staple cartridge, remove jammed paper, or clear a staple jam in the stapler unit and saddle stitcher unit. (For instructions on replacing the staple cartridge in the stapler unit, see "Replacing the Staple Cartridge in the Stapler Unit," on p. 7-33. For instructions on replacing the staple cartridge in the saddle stitcher unit, see "Replacing the Staple Cartridge in the Saddle Stitcher Unit," on p. 7-37. For instructions on clearing a paper jam, see "Inside the Front Cover of the Saddle Finisher-Y2 (Optional)," on p. 8-49, and "Saddle Stitcher Unit (Optional)," on p. 8-71. For instructions on clearing a staple jam in the stapler unit, see "Finisher-Y1/Saddle Finisher-Y2 (Optional)," on p. 8-68. For instructions on clearing a staple jam in the saddle stitcher unit, see "Saddle Stitcher Unit (Optional)," on p. 8-71.)

⑦ **Booklet Tray (Saddle Finisher-Y2 Only)**

Prints that are saddle stitched are output to this tray.

⑧ **Booklet Tray Guide (Saddle Finisher-Y2 Only)**

Set this guide to match the size of the output paper. (See "Finishing Modes," on p. 3-27.)

⑨ **Lower Output Tray**

Prints are output to this tray. You can set the Tray Designation mode to designate this tray for outputting prints when using certain functions. (See "Output Tray Designation," on p. 4-40.)

⑩ **Upper Output Tray**

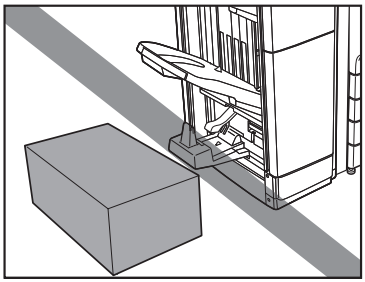
Prints are output to this tray. You can set the Tray Designation mode to designate this tray for outputting prints when using certain functions. (See "Output Tray Designation," on p. 4-40.)

Finishing Modes

The Finisher-Y1 and Saddle Finisher-Y2 are equipped with the following finishing modes.

CAUTION

- **Do not place anything other than output paper in the trays of the finisher, as doing so may damage the trays.**
- **Do not place anything under the trays of the finisher, as doing so may damage the trays.**



IMPORTANT

Finishing modes cannot be set if you are using 12" x 18" (305 mm x 457 mm) or 12 5/8" x 17 11/16" (320 mm x 450 mm) paper.

NOTE

If the Collate or Group mode is set, the output trays move downward as the stack of paper that is output increases in quantity and thickness. Once an output tray has reached its stacking limit, subsequent prints are automatically delivered to the next available tray. If all of the available trays have reached their stacking limits, printing stops temporarily. Remove all of the output paper from the trays. The trays move upward, and printing resumes.

■ Collate Mode

The prints are automatically collated into sets arranged in page order. The collated print sets can be shifted by pressing [Offset].

■ Group Mode

All prints of the same original page are grouped together. The grouped print sets can be shifted by pressing [Offset].

■ Offset Mode

The print output is shifted alternately to the front and back of the tray, in a vertical (portrait) orientation, or a horizontal (landscape) orientation, depending on the orientation of your originals. For example, if you place LTRR originals, the paper is output and shifted in the horizontal direction. If you place LTR originals, the paper is output and shifted in the vertical direction.

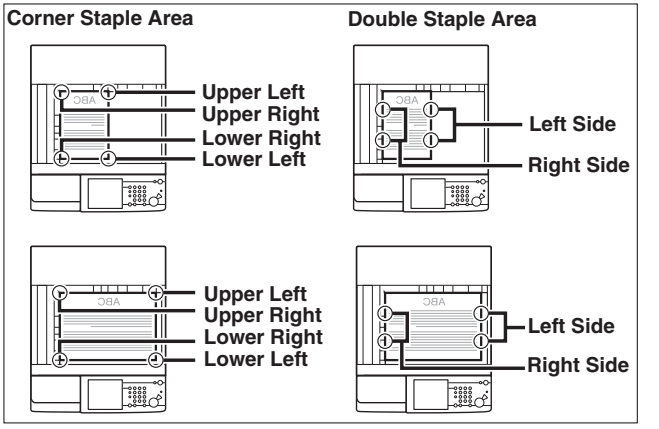
NOTE

If you press [Offset] when either the Collate or Group mode is set, each set of prints is shifted approximately 1 1/4" (30 mm) before it is delivered to the output tray.

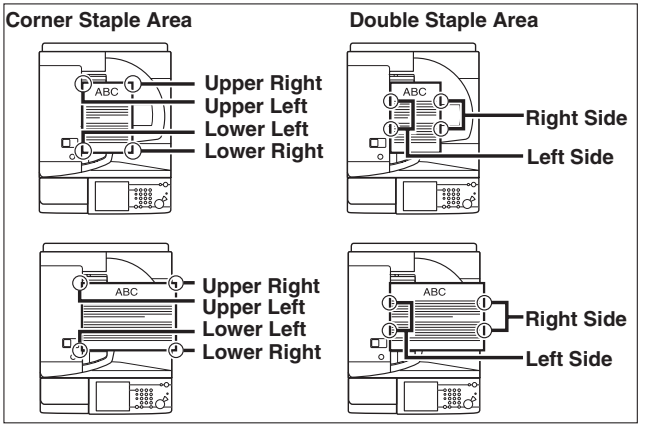
■ Staple Mode

The prints are automatically collated into sets arranged in page order and stapled. Prints are stapled in the following places:

- If an original is placed on the platen glass:

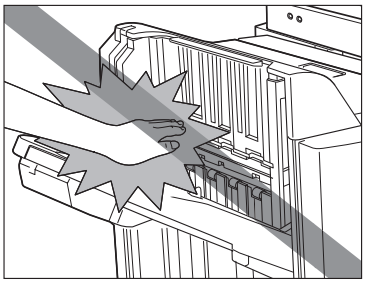


- If originals are placed in the optional feeder:



CAUTION

Do not place your hand in the part of the tray where stapling is performed (near the rollers) if a finisher is attached, as this may result in personal injury.



IMPORTANT

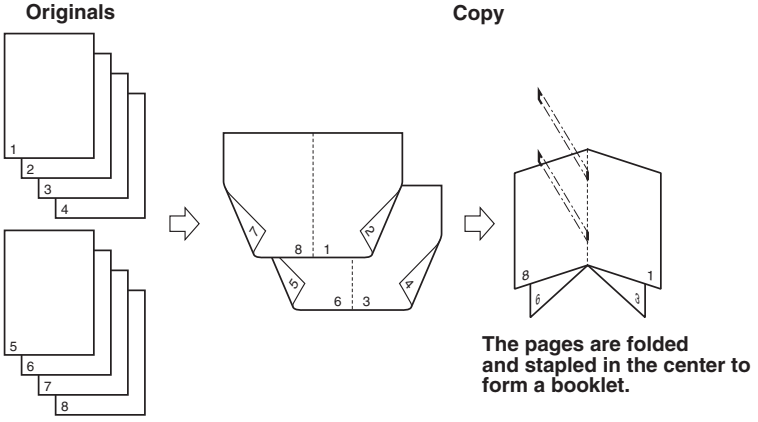
- If the Staple mode is set, the output trays move downward as the stack of paper that is output increases in quantity and thickness. Once an output tray has reached its stacking limit, or after 30 sets of prints have been output, printing and stapling stop temporarily. Remove all of the stapled prints from the output tray, and printing and stapling resume.
- You can corner and double staple 11" x 17", LGL, LTR, LTRR, and EXEC paper.
- You cannot staple envelopes, transparencies, coated paper, tracing paper, or labels.
- Do not pull copies or prints out of the output area while they are being stapled. Remove the copies or prints after they are output to one of the output trays.

NOTE

- The maximum number of sheets, including cover sheets, that can be stapled together is as follows (Only 17 to 28 lb bond (64 to 105 g/m^2) paper can be used for the main document, and 17 lb bond to 90 lb index (64 to 163 g/m^2) paper can be used for the cover page):
  - LTR, EXEC
    50 sheets (17 to 20 lb bond (64 to 80 g/m^2))
    30 sheets (20 to 28 lb bond (81 to 105 g/m^2))
    2 sheets (28 lb bond to 80 lb cover (106 to 220 g/m^2))
  - 11" x 17", LGL, LTRR
    30 sheets (17 to 20 lb bond (64 to 80 g/m^2))
    20 sheets (20 to 28 lb bond (81 to 105 g/m^2))
    2 sheets (28 lb bond to 80 lb cover (106 to 220 g/m^2))
- If the machine stops while stapling and the message <Load staples.> appears, almost all of the staples have been used, and the staple cartridge must be replaced. To proceed, replace the staple cartridge. (See "Replacing the Staple Cartridge in the Stapler Unit," on p. 7-33.)

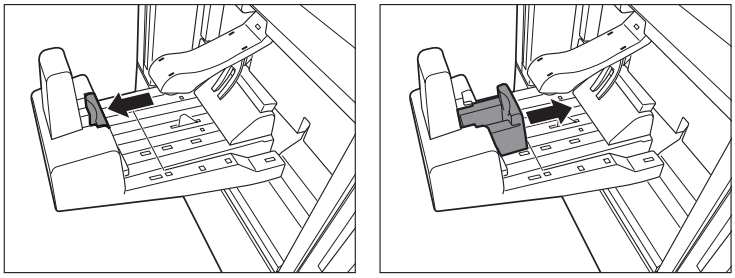
■ Saddle Stitch Mode

The Saddle Stitch mode enables you to make booklets, consisting of pages folded and stapled in the center.



IMPORTANT

- The Saddle Stitch mode is available only if the Saddle Finisher-Y2 is attached.
- The maximum number of sheets, including cover sheets, that can be saddle stitched is as follows:
  - 15 sheets (17 to 20 lb bond (64 to 80 g/m^2))
  - 10 sheets (20 to 28 lb bond (81 to 105 g/m^2))
- To change the amount of pages that can be saddle stitched, contact your local authorized Canon dealer.
- The paper sizes that can be saddle stitched are: 12" x 18", 11" x 17", LGL, or LTRR.
- The accuracy of folds created in the Saddle Stitch mode may vary depending on the paper type and the number of sheets.
- Make sure to adjust the Booklet Tray guide to match the size of the output paper before outputting saddle stitched prints, as shown below.



12" x 18" or 11" x 17" **LGL or LTRR**

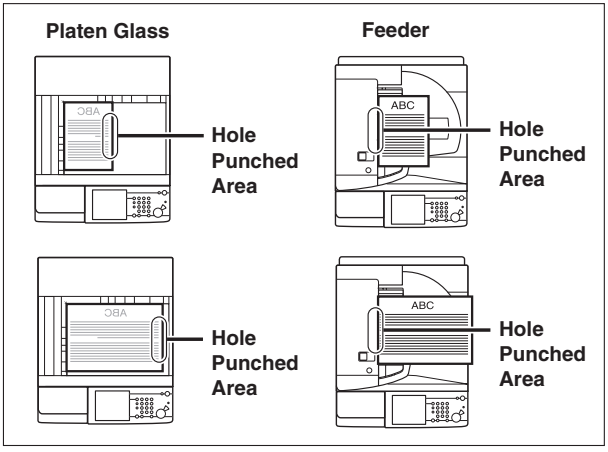
- A paper jam may occur if the Booklet Tray guide is not adjusted to match the size of the output paper.

■ Hole Punch Mode

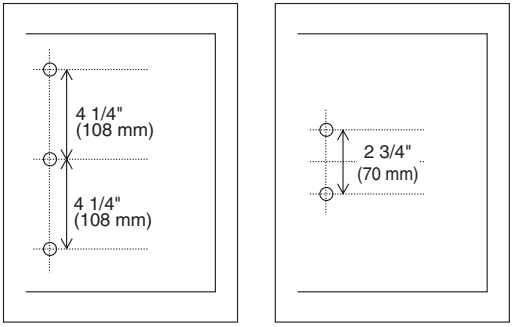
The Hole Punch mode punches two or three holes (depending on the paper size) in the printed sheets.

NOTE

- The hole punched areas are shown in the illustration below.



- The distance between the punch holes is shown in the illustration below.



IMPORTANT

- Only the following paper sizes can be hole punched: 11" x 17", LGL, LTR, or LTRR.
- Holes cannot be punched in transparencies, coated paper, envelopes, tracing paper, labels, or prepunched paper.
- The machine automatically selects how many holes to punch depending on the selected paper size.
  - Two holes: LGL, LTRR
  - Three holes: 11" x 17", LTR

NOTE

- The following are paper sizes that can be output from the output trays of the machine. However, some paper sizes may not be output depending on the set functions.

√: Available –: Unavailable

Paper Size		Output Tray			
		Tray A	Tray B	Tray C	Booklet Tray
12 5/8" x 17 11/16"		√	√	–	–
12" x 18"		√	√	–	√
11" x 17"		√	√	√	√
LGL		√	√	√	√
LTR		√	√	√	–
LTRR		√	√	√	√
STMT		√	√	√	–
STMTR		√	√	√	–
EXEC		√	√	√	–
Envelope	COM10 No.10	√	√	√	–
	Monarch: Catalog Glove No.8	√	√	√	–
	DL	√	√	√	–
	ISO-B5	√	√	√	–
	ISO-C5	√	√	√	–
	Yougata 4	√	√	√	–
Irregular Size	3 7/8" x 5 9/16" to 12 5/8" x 18" (99 mm x 140 mm to 320 mm x 457 mm)	√	√	–	–

- The Booklet Tray can only be used when the Saddle Finisher-Y2 is attached.

Inner 2way Tray-D1

If you attach the Inner 2way Tray-D1 to the machine, prints can be delivered to both the main tray and the Inner 2way Tray-D1.

Additionally, if the optional Copy Tray-J1 is attached to the right side of the machine, prints can be delivered to three different locations.

When the Inner 2way Tray-D1 is attached to the machine, the following finishing modes are available:

IMPORTANT

If the optional Finisher-Z1, Finisher-Y1, or Saddle Finisher-Y2 is attached, the Inner 2way Tray-D1 cannot be attached.

■ Collate Mode

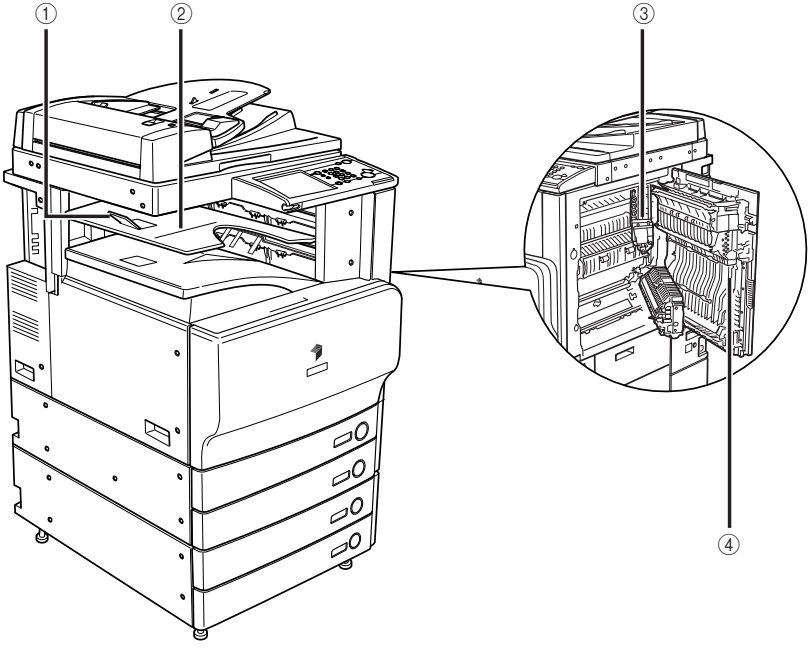
The prints are automatically collated into sets arranged in page order before they are delivered to the Inner 2way Tray-D1.

■ Group Mode

All prints of the same original page are grouped together into sets before they are delivered to the Inner 2way Tray-D1.

■ Rotate Mode

If originals of the same size are printed, the prints are automatically collated into sets arranged in page order, and are output in alternating directions to the Inner 2way Tray-D1.



① **Output Paper Tray Guide**

Tilt up the output paper tray guide to catch the printouts.

② **Inner 2way Tray**

Prints are output to this tray.

③ **Paper Output Unit**

Pull out the Paper Output Unit to remove jammed paper. (See "Inner 2way Tray-D1 (Optional)," on p. 8-58.)

④ **Main Unit's Upper Right Cover, Main Unit's Lower Right Cover**

Open this cover when clearing a paper jam inside the main unit. (See "Screens Indicating the Locations of Paper Jams," on p. 8-4.)

NOTE

The following are paper sizes that can be output from the output trays of the machine. However, some paper sizes may not be output depending on the set functions.

√: Available –: Unavailable

Paper Size		Output Tray	
		Tray A	Tray B
12 5/8" x 17 11/16"		√	√
12" x 18"		√	√
11" x 17"		√	√
LGL		√	√
LTR		√	√
LTRR		√	√
STMT		√	√
STMTR		√	√
EXEC		√	√
Envelope	COM10 No.10	√	√
	Monarch: Catalog Glove No.8	√	√
	DL	√	√
	ISO-B5	√	√
	ISO-C5	√	√
	Yougata 4	√	√
Irregular Size	3 7/8" x 5 9/16" to 12 5/8" x 18" (99 mm x 140 mm to 320 mm x 457 mm)	√	√

Copy Tray-J1

If the Copy Tray-J1 is attached to the machine, the following modes are available:

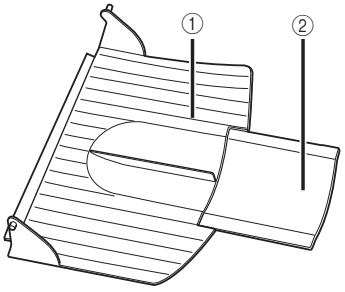
■ **Collate Mode**
The prints are automatically collated into sets arranged in page order before they are delivered to the output tray.

■ **Group Mode**
All prints of the same original page are grouped together into sets before they are delivered to the output tray.

■ **Rotate Mode**
If originals of the same size are printed, the prints are automatically collated into sets arranged in page order, and are output in alternating directions to the output tray.

NOTE
[Rotate] can be selected only if the machine is not equipped with an optional finisher.

Parts and Their Functions



① **Output Tray**
Prints are output to this tray.

② **Auxiliary Tray**
Pull out the auxiliary tray if you are printing on large size paper (11" x 17", LGL, or LTRR).

NOTE

The following are paper sizes that can be output from the output trays of the machine. However, some paper sizes may not be output depending on the set functions.

√: Available –: Unavailable

Paper Size		Output Tray
12 5/8" x 17 11/16"		–
12" x 18"		–
11" x 17"		√
LGL		√
LTR		√
LTRR		√
STMT		–
STMTR		√
EXEC		√
Envelope	COM10 No.10	–
	Monarch: Catalog Glove No.8	–
	DL	–
	ISO-B5	–
	ISO-C5	–
	Yougata 4	–
Irregular Size	3 7/8" x 5 9/16" to 12 5/8" x 18" (99 mm x 140 mm to 320 mm x 457 mm)	–

Card Reader-C1

If the Card Reader-C1 is attached to the machine, you must insert a control card to operate it. The Card Reader-C1 performs Department ID Management by using the control card.

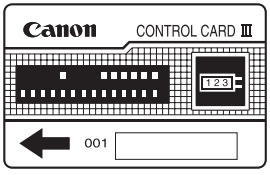
IMPORTANT

- If you are using a login service other than the default authentication, the Limit Functions mode will not be available.
- If SSO is set as the login service, you cannot use the optional Card Reader-C1.
- If SDL is set as the login service, enter your card number in the card ID field. For more information, see the *MEAP SMS Administrator Guide*.

NOTE

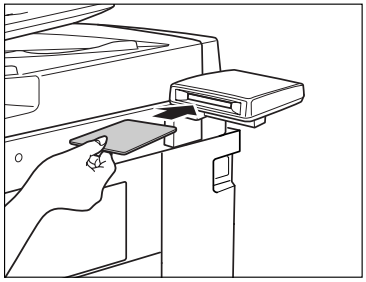
- If the Basic Features screen does not appear on the touch panel display when the control card is inserted, make sure that:
  - The control card is inserted in the correct direction.
  - The control card is inserted as far as it can go.
  - An unusable control card is not inserted. (For example, cards which are damaged or cards prohibited from use.)
- Insert a usable control card correctly.
- For instructions on turning the power ON, see "Main Power and Control Panel Power," on p. 1-14.
- If the Card Reader-C1 is attached, the type of card shown below can be used. An optical type card can manage up to 200 departments.

Optical Type Card

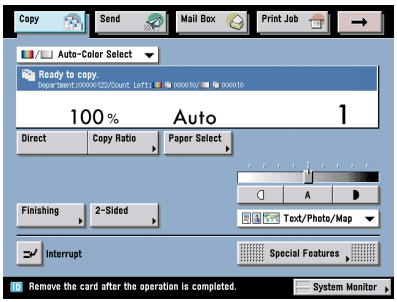


Procedure before Using the Machine

1 **Insert the control card into the card slot, making sure that it is facing in the correct direction.**

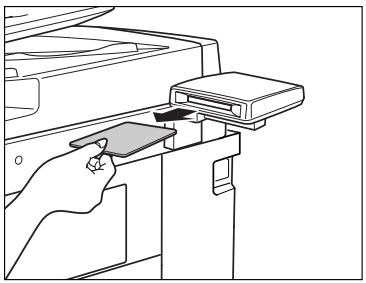


The Basic Features screen of the selected function appears on the touch panel display.



Procedure after Using the Machine

1 **After you finish using the machine, remove the control card.**



The touch panel display returns to the screen for inserting the control card.

IMPORTANT

Once you have removed the control card, you cannot operate the machine until the control card is inserted again.

Department ID Management

This section describes how to change the password and page limit, and how to check the print totals when the control card is being used.

NOTE

The maximum number of digits that you can register for the password is seven. If you enter fewer than seven digits, the machine registers the password with leading zeros.

- Example: If <321> is entered, then <0000321> is registered.

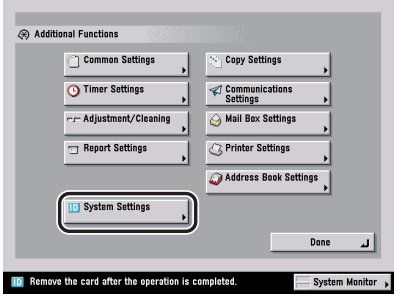
Flow of Additional Functions Operations

This section describes the flow of Additional Functions operations when the optional Card Reader-C1 is attached.

NOTE

Settings specified from the Additional Functions screen are never changed when you press (Reset).

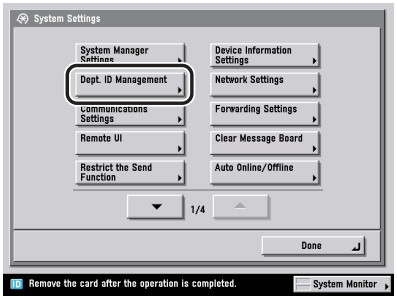
1 Press (Additional Functions) → [System Settings].



If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using (0) - (9) (numeric keys) → press (ID) (Log in/Out).

The System Settings screen is displayed.

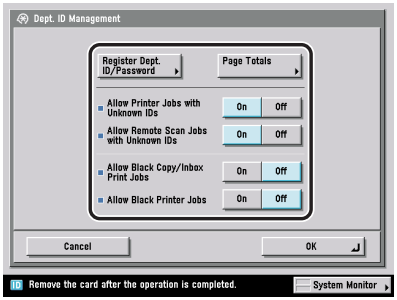
2 Press [Dept. ID Management].



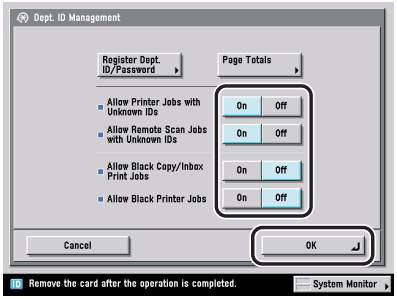
NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Select the desired mode.



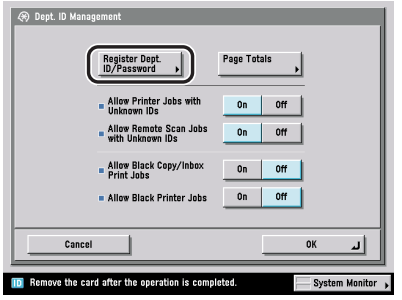
4 Specify the desired mode → press [OK].



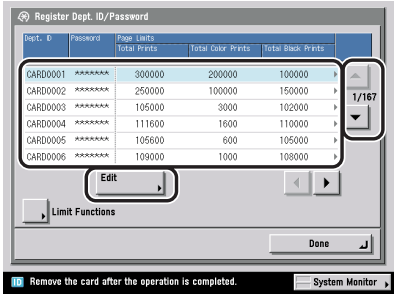
5 Press [Done] repeatedly until the Basic Features screen appears.

1 **Press (Additional Functions) → [System Settings] → [Dept. ID Management].**

2 **Press [Register Dept. ID/Password].**



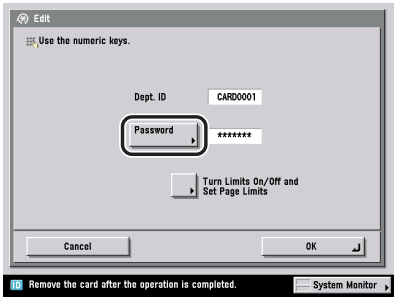
3 **Press [▼] or [▲] to display the department whose password you want to change → select the department → press [Edit].**



NOTE

Press and hold down [▼] or [▲] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

4 Enter the new password (up to seven digits) using ⓪ - ⑨ (numeric keys).



❑ Press [Password].

❑ Press [Password] → enter the desired password.

❑ Press [Confirm] → enter the same number to confirm the password → press [OK].

You cannot store a password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.

Example: If <02> or <002> is entered, <0000002> is stored.

NOTE

- If you make a mistake when entering the password, press ⓒ (Clear) to clear the password.
- You cannot change the Department ID.
- If Use Asterisks to Enter Access No./Passwords in System Settings (from the Additional Functions screen) is set to 'Off', passwords you enter are not displayed as asterisks (*******). (See "Setting the Display Method When Entering a Password," on p. 6-64.)

5 If you want to change or set a page limit restriction, press [Turn Limits On/Off and Set Page Limits].

6 Set the page limit restriction.

❑ Press [On] under the desired function(s).

To cancel setting a page limit restriction for a function, press [Off] under the desired function's name.

NOTE

- <Total Print Limit> is the sum of <Total Color Print Limit> and <Total Black Print Limit>.
- <Total Color Print Limit> is the sum of <Color Copy Limit> and <Color Print Limit>.
- <Total Black Print Limit> is the sum of <Black Copy Limit> and <Black Print Limit>.

❑ Press [☐] (Page Limit) next to [On]/[Off] of the desired function(s) → enter the page limit restriction using ⓪ - ⑨ (numeric keys).

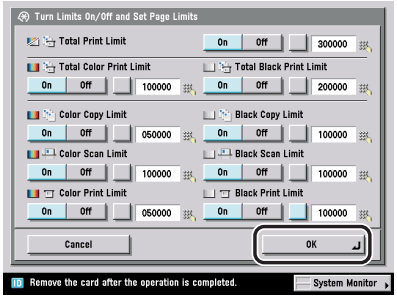
IMPORTANT

- If any one of the color or black-and-white page limits is reached when [Auto-Color Select] is selected as the color mode, you cannot perform any operations.
- The machine stops printing if any one of the color or black-and-white page limits is reached while printing a document that contains both color and black-and-white areas.
- The machine stops copying if any one of the total print limits or copy limits is reached while copying a document that contains both color and black-and-white areas.
- The machine stops sending a fax if the Black Scan Limit is reached while faxing a document either from memory or directly to the recipient.
- The machine stops scanning if a scan limit is reached while the machine is scanning originals that are being fed from the optional feeder. (Those originals that were scanned before the limit is reached are not added to the scan count.)

NOTE

- If you make a mistake when entering a number, press Ⓒ (Clear) to clear the number.
- You can set the page limit from 0 to 999,999 pages. Once the page limit is reached, copying, scanning, or printing is not possible.
- The page limit refers to the number of printed surfaces. Therefore, a two-sided print is counted as two pages.

❑ Press [OK] → [OK].



7 If you would like to limit users to certain functions of the machine, press [Limit Functions].

8 Press [On] or [Off] next to the functions you want to limit using Department ID Management → press [OK].

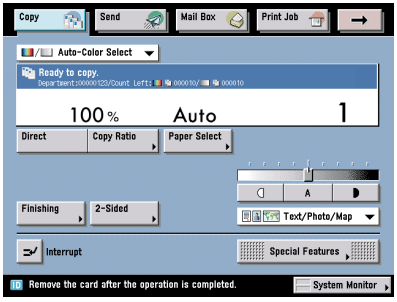
If you select [On] for all of the functions on the screen, Department ID Management is set for all of the machine's functions.

If you select [Off] for all of the functions on the screen, Department ID Management is set only for copying or printing operations from computers.

<Other> is for functions other than the Copy, Mail Box, Send, and Fax functions, such as the Printer and Network Scan functions.

9 Press [Done] → [OK].

If the page limit setting is set to 'On', the remaining number of pages that can be printed (page limit minus the current page count) is displayed on the screen, as shown below.



Copy Basic Features Screen

The icons that are displayed on the screen are explained below:

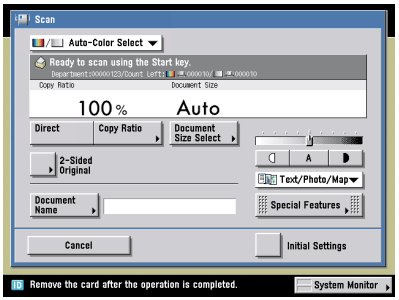
: Total number of sheets remaining that can be copied or printed

: Remaining number of sheets that can be copied or printed in color

: Remaining number of sheets that can be copied or printed in black

: Remaining number of sheets that can be copied in color

: Remaining number of sheets that can be copied in black

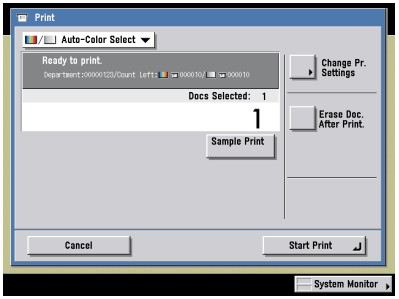


Scan Screen

The icons that are displayed on the screen are explained below:

: Remaining number of sheets that can be scanned in color

: Remaining number of sheets that can be scanned in black



Print Screen

The icons that are displayed on the screen are explained below:

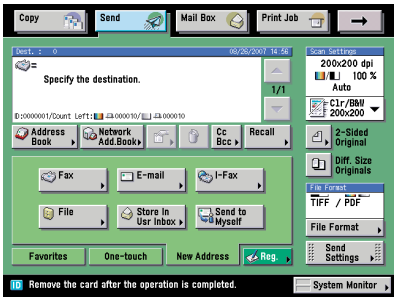
: Total number of sheets remaining that can be copied or printed

: Remaining number of sheets that can be copied or printed in color

: Remaining number of sheets that can be copied or printed in black

: Remaining number of sheets that can be printed in color

: Remaining number of sheets that can be printed in black



Send Screen

The icons that are displayed on the screen are explained below:

: Remaining number of sheets that can be scanned in color

: Remaining number of sheets that can be scanned in black

NOTE

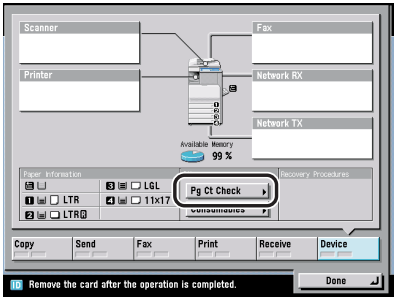
- Only the page limits for functions that are set to 'On' are displayed.
- The page limits for the two functions with the least remaining pages are displayed on the Copy Basic Features screen and Print Settings screen. However, only the lowest remaining total out of the copy and print limits is displayed.

Checking the Page Counts on a Control Card

You can check the page counts on the control card you are currently using.

1 **Press [System Monitor].**

2 **Press [Pg Ct Check].**



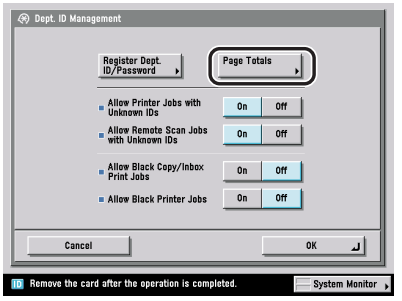
3 **Check the page counts → press [Done] → [Done].**

Checking and Printing Counter Information

You can display and print a list of how much paper was used by each department.

1 Press (Additional Functions) → [System Settings] → [Dept. ID Management].

2 Press [Page Totals].



3 Check or print the page total count.

The print page totals that belong to print jobs without a Department ID (left blank) are the number of prints from computers that do not correspond with a registered Department ID. These prints are referred to as prints with unknown IDs.

The scan page totals that belong to scan jobs without a Department ID (left blank) are the number of pages that have been scanned from computers that do not correspond with a registered Department ID. The scanned pages from computers are referred to as network scans with unknown IDs.

- **If you only want to check the counter information:**

  ❑ Press [▼] or [▲] to display the desired Department ID → press [◀] or [▶] to display and view the desired page totals.

NOTE

Press and hold down [▼] or [▲] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

- **If you want to print the displayed list:**

  ❑ Press [Print List].

  ❑ Select the type of page count list that you want to print → press [Start Print].

NOTE

- To cancel printing, press [Cancel].
- To close the screen that is displayed while the machine is printing the Page Count List, press [Done].
- The counter information can be printed only if 11" x 17", LGL, LTR, or LTRR (plain, recycled, or color paper) is loaded in a paper source that is set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-33.)

4 **Press [Done] → [OK].**

Clearing Page Totals

You can clear the page totals made for all departments or for specific departments.

---

1 **Press (Additional Functions) → [System Settings] → [Dept. ID Management].**

2 **Press [Page Totals].**

If necessary, see the screen shot is step 2 of "Checking and Printing Counter Information," on p. 3-48.

3 **Press [Clear All Totals].**

To clear one page total at a time by department, press [▼] or [▲] to display the desired department → select the department → press [Clear].

4 **Press [Yes].**

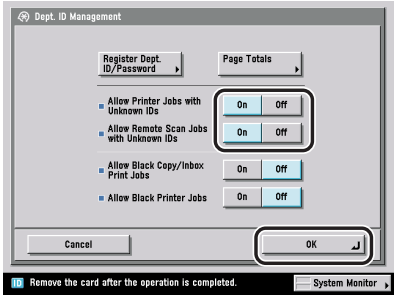
5 **Press [Done] → [OK].**

Accepting Print and Scan Jobs with Unknown IDs

You can specify whether to accept or reject print and network scan jobs from computers that do not correspond with a registered Department ID.

1 Press (Additional Functions) → [System Settings] → [Dept. ID Management].

2 Select [On] or [Off] → press [OK].



<Allow Printer Jobs with Unknown IDs>:

[On]: The machine accepts print jobs from computers that do not correspond with a registered Department ID.

[Off]: The machine does not accept print jobs from computers that do not correspond with a registered Department ID.

<Allow Remote Scan Jobs with Unknown IDs>:

[On]: The machine accepts remote scan jobs from computers that do not correspond with a registered Department ID.

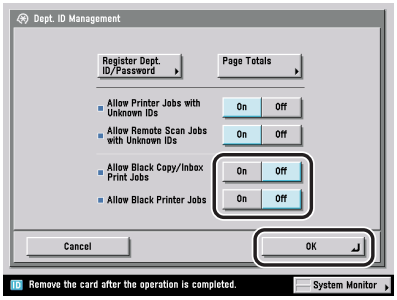
[Off]: The machine does not accept remote scan jobs from computers that do not correspond with a registered Department ID.

Accepting B&W Copy and Print Jobs without a Control Card

The Allow Black Copy/Inbox Print Jobs and Allow Black Printer Jobs modes are useful because they enable you to restrict the machine to accept only black-and-white jobs, and reject color jobs without inserting a control card.

1 Press (Additional Functions) → [System Settings] → [Dept. ID Management].

2 Select [On] or [Off] → press [OK].



<Allow Black Copy/Inbox Print Jobs>:

[On]: [Allow Black Copy/Black Inbox Print] appears on the Insert a Control Card screen.

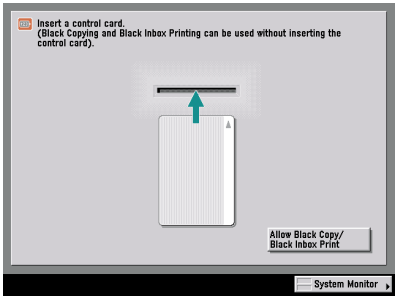
[Off]: [Allow Black Copy/Black Inbox Print] does not appear on the Insert a Control Card screen.

<Allow Black Printer Jobs>:

[On]: The machine accepts black-and-white print jobs from computers that do not correspond with a registered Department ID.

[Off]: The machine does not accept black-and-white print jobs from computers that do not correspond with a registered Department ID.

[Allow Black Copy/Black Inbox Print] appears on the Insert a Control Card screen, if <Allow Black Copy/Inbox Print Jobs> is set to 'On'.


Insert a control card.
(Black Copying and Black Inbox Printing can be used without inserting the control card).
Allow Black Copy/
Black Inbox Print
System Monitor

To copy or print in black-and-white, press [Allow Black Copy/Black Inbox Print].

NOTE

- If you set <Allow Printer Jobs with Unknown IDs> to 'On', all print jobs are accepted. Therefore, the Allow Black Printer Jobs setting is ignored.
- To copy or print in the Auto-Color Select or Single Color mode, store an original in an inbox, send a document, or use other functions except for black-and-white copying and printing, you must insert a control card.

Customizing Settings

4
CHAPTER

This chapter explains how to change the machine's Common Settings, and customizing them to suit your needs.

What Are Additional Functions? 4-3

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What Are Additional Functions?

Additional Functions enable you to customize the machine's various settings.

IMPORTANT

- If you are performing user authentication using the SDL or SSO login service, you cannot change the Additional Functions settings of the machine if you are logged in as a general user.
- If you are logged in as an Administrator, you can change the Additional Functions settings of the machine. (When the dialog box prompting you to enter the System Manager ID and System Password appears, enter the System Manager ID and System Password.)

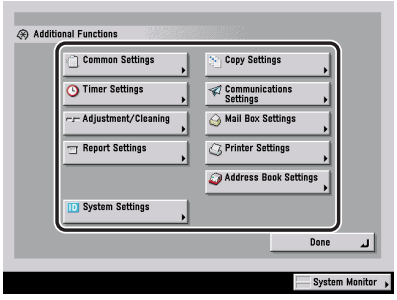
NOTE

Settings specified from the Additional Functions screen are never changed, even if you press (Reset).

1 Press (Additional Functions).

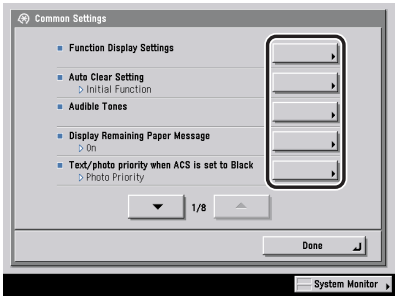
The Additional Functions screen is displayed.

2 Select an Additional Functions setting.



If you select System Settings and the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log in/Out).

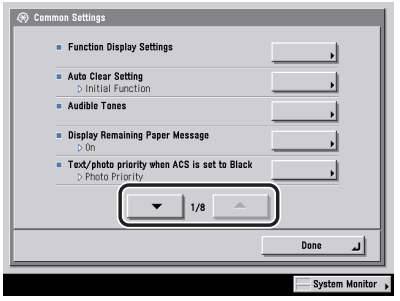
3 Press a mode key to specify its settings.



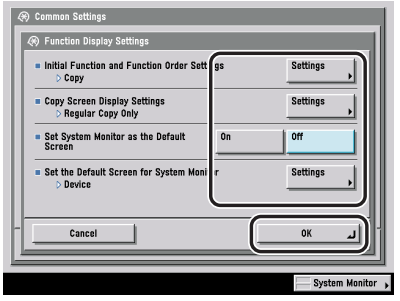
For an overview of all the settings you can change from the Additional Functions screen, see "Additional Functions Settings Table," on p. 4-6.

NOTE

The Common Settings, Timer Settings, Adjustment/Cleaning, System Settings, Copy Settings, and Communications Settings screens consist of a list of individual settings. Press [▼] or [▲] to scroll to the desired setting.



4 Specify the desired mode → press [OK].



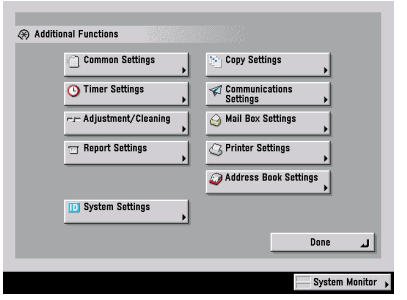
The selected mode is set.

5 **Press [Done] repeatedly until the Basic Features screen appears.**

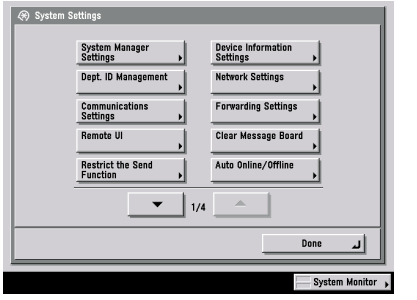
Additional Functions Settings Table

The following settings can be selected or stored from the Additional Functions screen. (*1 indicates the default setting.) For more information, consult the following guides.

- Copy Settings: *Copying and Mail Box Guide*
- Report Settings, Communications Settings, and Address Book Settings: *Sending and Facsimile Guide*
- Mail Box Settings: *Copying and Mail Box Guide*
- Printer Settings and Report Settings: *PS/PCL/UFR II Printer Guide*
- Network Settings and Report Settings: *Network Guide*
- Remote UI Settings: *Remote UI Guide*



The Additional Functions Screen



The System Settings Screen

■ Common Settings

Item	Settings	Delivered	Applicable Page
Function Display Settings		No	p. 4-27
Initial Functions and Function Order Settings	Copy*1, Express Copy, Send, Mail Box, Print Job, Scan, MEAP		
Copy Screen Display Settings	Regular Copy Only, Regular and Express Copy*1, Express Copy Only		
Set System Monitor as the Default Screen	On, Off*1		
Set the Default Screen for System Monitor	Copy, Send, Fax, Print, Receive, Device*1		
Auto Clear Setting	Initial Function*1, Selected Function	Yes	p. 4-30
Audible Tones	Entry Tone: On*1, Off Invalid Entry Tone: On, Off*1 Restock Supplies Tone: On, Off*1 Error Tone: On*1, Off Job Done Tone: On*1, Off	Yes	p. 4-31
Display Remaining Paper Message	On*1, Off	No	p. 4-31
Text/photo priority when ACS is set to Black	Text Priority*1, Photo Priority	Yes	p. 4-32
Display the Black Mode Shortcut Key	On, Off*1	No	p. 4-32
Inch Entry	On*1, Off	Yes	p. 4-33
Drawer Eligibility For APS/ADS	Copy, Printer, Mail Box, Receive, Fax, Other: (Stack Bypass: On, Off*1, All Other Paper Sources: On*1, Off) Copy: Consider Paper Type: On, Off*1	No	p. 4-33
Envelope Cassette	Env. 1: COM10, ISO-B5, Monarch, ISO-C5, DL, Yougata 4*1 Env. 2: COM10*1, ISO-B5, Monarch, ISO-C5, DL, Yougata 4	No	p. 4-35

Item	Settings	Delivered	Applicable Page
Register Paper Type	Plain*1, Recycled, Color, Pre-punched, Bond, Heavy 1, Transparency	No	p. 4-35
Paper Select Screen Priority	Simple*1, Detailed	No	p. 4-37
Energy Consumption in Sleep Mode	Low*1, High	Yes	p. 4-38
LTRR/STMT Original Selection	Distinguish Manually, Use LTRR Format*1, Use STMT Format	Yes	p. 4-39
Tray Designation*2	If the Optional Copy Tray-J1 Is Attached: Tray A: Copy*1, Mail Box*1, Printer, Receive, Fax, Other Tray B: Copy, Mail Box, Printer*1, Receive*1, Fax*1, Other*1 If the Optional Inner 2way Tray-D1 Is Attached: Tray A: Copy*1, Mail Box*1, Printer, Receive, Fax, Other Tray B: Copy, Mail Box, Printer*1, Receive*1, Fax*1, Other*1 If the Optional Inner 2way Tray-D1 and Copy Tray-J1 Are Attached: Tray A: Copy*1, Mail Box*1, Printer, Receive, Fax, Other Tray B: Copy, Mail Box, Printer*1, Receive, Fax, Other Tray C: Copy, Mail Box, Printer, Receive*1, Fax*1, Other*1	No*3	p. 4-40

Item	Settings	Delivered	Applicable Page
Tray Designation[*2]	If the Optional Finisher-Z1 and Copy Tray-J1 Are Attached: Tray A: Copy[*1], Mail Box[*1], Printer[*1], Receive, Fax, Other Tray B: Copy, Mail Box, Printer, Receive[*1], Fax[*1], Other[*1] If the Optional Finisher-Y1 or Saddle Finisher-Y2, and Buffer Pass Unit-E2 Are Attached: Tray A: Copy[*1], Mail Box[*1], Printer, Receive, Fax, Other Tray B: Copy, Mail Box, Printer[*1], Receive, Fax, Other Tray C: Copy, Mail Box, Printer, Receive[*1], Fax[*1], Other[*1] Tray Home Position: Tray A[*1], Tray B, Off	No[*3]	p. 4-40
Printing Priority	Copy: 1[*1], 2, 3 Printer: 1, 2[*1], 3 Mail Box, Receive/Fax, Other: 1, 2, 3[*1]	Yes	p. 4-42
Register Form for Form Composition	Register, Erase, Check Print, Details	No	p. 4-43
Image Priority for Form Composition	Auto[*1], Original Priority, Form Priority	Yes	p. 4-46
Register Characters for Page No./Watermark	Register, Edit, Erase	Yes	p. 4-46
Stack Bypass Standard Settings	On, Off[*1]	No	p. 4-48
Registering Irregular Size	Register/Edit, Erase, Register Name	Yes	p. 4-50
Paper Feed Method Switch	Speed Priority[*1], Print Side Priority	No	p. 4-52

Item	Settings	Delivered	Applicable Page
Standard Local Print Settings		No	p. 4-54
Paper Select	All Paper Sources, Auto[*1]		
Copies	1[*1] to 9,999 sets		
Finishing	If No Finisher Is Attached or Only the Optional Inner 2way Tray-D1 is Attached: Do Not Collate, Collate[*1], Rotate Collate, Group, Rotate Group If the Optional Finisher-Z1 Is Attached: Do Not Collate, Collate, Offset Collate[*1], Group, Offset Group, Staple (Corner: Top Left, Bottom Left, Top Right, Bottom Right), (Double: Left, Right) If the Optional Finisher-Y1 or Saddle Finisher-Y2, and Buffer Pass Unit-E2 Are Attached: Do Not Collate, Collate, Offset Collate[*1], Group, Offset Group, Staple (Corner: Top Left, Bottom Left, Top Right, Bottom Right), (Double: Left, Right) If the Optional Finisher-Y1 or Saddle Finisher-Y2, and Buffer Pass Unit-E2 and Puncher Unit-M1 Are Attached: Do Not Collate, Collate, Offset Collate[*1], Group, Offset Group, Staple (Corner: Top Left, Bottom Left, Top Right, Bottom Right), (Double: Left, Right), Hole Punch		
2-Sided Print	On, Off[*1]		
Erase Document After Printing	On, Off[*1]		
Merge Documents	On, Off[*1]		

Item	Settings	Delivered	Applicable Page
Language Switch	On*1, Off	Yes	p. 4-55
Reversed Display (Color)	On, Off*1	Yes	p. 4-56
Offset Jobs*2	On*1, Off	Yes	p. 4-56
Job Separator between Jobs	On, Off*1	Yes	p. 4-57
Job Separator between Copies	On, Off*1	No	p. 4-57
Job Duration Display	Copy: On, Off*1 Mail Box: On, Off*1 Other: On, Off*1	No	p. 4-58
Number of Copies/Job Duration Status Display	On*1, Off	No	p. 4-58
Cleaning Display for the Original Scanning Area*4	On*1, Off	No	p. 4-59
Data Compression Ratio for Remote Scans	High Ratio, Normal*1, Low Ratio	Yes	p. 4-59
Gamma Value for Remote Scans	Gamma 1.0, Gamma 1.4, Gamma 1.8*1, Gamma 2.2	Yes	p. 4-60
Limited Functions Mode*2	On, Off*1	Yes	p. 4-61
Erase Remaining Toner Error Message	Erase	No	p. 4-62
Shutdown Mode	Press [Start]	No	p. 1-20
Initialize Common Settings	Initialize	No	p. 4-62

*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

*3 Indicates information that is delivered only if the number of output trays in the host machine and client machines is the same.

*4 Indicates items that appear only when the appropriate optional equipment is attached to the Color imageRUNNER C3480/C3080/C2550. For the Color imageRUNNER C3480i/C3080i, these items are displayed by default.

■ Timer Settings

Item	Settings	Delivered	Applicable Page
Time Fine Adjustment	00:00 to 23:59, in one minute increments	No	p. 4-63
Auto Sleep Time	10, 15, 20*1, 30, 40, 50 min., 1 hour, 90 min., 2, 3, 4 hours	Yes	p. 4-63
Auto Clear Time	0 (Off) to 9 minutes, in one minute increments; 2 min.*1	Yes	p. 4-64
Daily Timer Settings	Sunday to Saturday, 00:00 to 23:59, in one minute increments	Yes	p. 4-64
Low-power Mode Time	5*1,10, 15, 20, 30, 40, 50 min., 1 hour, 90 min., 2, 3, 4 hours	Yes	p. 4-65

*1 Indicates the default setting.

■ Adjustment/Cleaning

Item	Settings	Delivered	Applicable Page
Zoom Fine Adjustment	X, Y: -1.0% to +1.0%, in 0.1% increments; 0.0%*1	No	p. 4-66
Saddle Stitcher Staple Repositioning*2	Press [Start]	No	p. 4-66
Saddle Stitch Position Adjustment*2	All paper sizes: -2.0 mm to +2.0 mm, in 0.25 mm increments; 0.00 mm*1	Yes	p. 4-67
Creep (Displacement) Correction Adjustment	Correction (for each paper type) 0.000" to 0.078" (0.00 mm to 2.00 mm), in 0.002" (0.05 mm) increments; 0.010" (0.25 mm)*1	No	p. 4-68
Auto Gradation Adjustment	Full Adjust: Automatic after the machine prints and scans three sets of test prints Quick Adjust: Press [Start]	No	p. 4-68
Exposure Recalibration	Copy/Inbox, Send (B&W), Send (Color): Light, Dark: 1 to 9 levels; 5*1	No	p. 4-71
Color Mismatch Correction	Press [Start]	No	P. 4-71

Item	Settings	Delivered	Applicable Page
Character/Background Contrast Adjustment*2	For Printer 1200 dpi*5, Standard Black, Cyan, Magenta Relative Contrast Value: -7 to +7; -1*1 Standard Value Settings: 0 to 64; 24*1, Sample Print, Sample Print Settings: Latent String Density: 0 to 36; 8*1	No	p. 4-71
Cleaning inside Main Unit	Press [Start]	No	p. 4-74
Feeder Cleaning*4	Press [Start]	No	p. 4-75
Toner Replacement While Printing is Possible	Black, Cyan, Magenta, Yellow: Yes, No	No	P. 4-76

*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

*4 Indicates items that appear only when the appropriate optional equipment is attached to the Color imageRUNNER C3480/C3080/C2550. For the Color imageRUNNER C3480i/C3080i, these items are displayed by default.

*5 Indicates items that appear only when the appropriate optional equipment is attached to the Color imageRUNNER C2550. For the Color imageRUNNER C3480i/C3480/C3080i/C3080, these items are displayed by default.

■ Report Settings

Item	Settings	Delivered	Applicable Page
Settings: Send			*Sending and Facsimile Guide*
TX Report	For Error Only*1, On, Off Report with TX Image: On*1, Off Report with Color TX Image: On, Off*1	Yes	
Activity Report		Yes	
Auto Print	On*1, Off		
Daily Activity Report Time	On, Off*1 Timer Setting: 00:00 to 23:59		
Send/Receive Separate	On, Off*1		
Settings: Fax*2			
Fax TX Report	For Error Only*1, On, Off Report with TX Image: On*1, Off	Yes	
Fax Activity Report		Yes	
Auto Print	On*1, Off		
Daily Activity Report Time	On, Off*1 Timer Setting: 00:00 to 23:59		
Send/Receive Separate	On, Off*1		
Fax RX Report	For Error Only, On, Off*1	Yes	
Confidential Fax Inbox RX Report	On*1, Off	Yes	
Print List: Send			
Address Book List	Address Book 1 to 10; One-touch Buttons, Print List	No	
User Data List	Print List	No	
Print List: Fax*2			
User Data List	Print List	No	

*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

■ System Settings

Item	Settings	Delivered	Applicable Page
System Manager Settings		Yes	p. 6-3
System Manager ID	Seven digit number maximum		
System Password	Seven digit number maximum		
System Manager	32 characters maximum		
E-mail Address	64 characters maximum		
Contact Information	32 characters maximum		
Comment	32 characters maximum		
Dept. ID Management			p. 6-6
Dept. ID Management	On, Off*1	Yes	
Register Dept. ID/ Password	Register, Edit, Erase, Limit Functions	Yes	
Page Totals	Clear, Print List, Clear All Totals	No	
Allow Printer Jobs with Unknown IDs	On*1, Off	Yes	
Allow Remote Scan Jobs with Unknown IDs	On*1, Off	Yes	
Allow Black Copy/Inbox Print Jobs	On, Off*1	Yes	
Allow Black Printer Jobs	On, Off*1	Yes	
Communications Settings			*Sending and Facsimile Guide*
E-mail/I-Fax Common Settings			
Maximum Data Size for Sending	0 (Off), 1 to 99 MB; 3 MB*1	Yes	
Default Subject	40 characters maximum; Attached Image*1		
Specify Authorized User Reply-to Destination	On, Off*1	No	
E-mail Settings			
Specify Authorized User Dest. Sender	On, Off*1	No	

Item	Settings	Delivered	Applicable Page
I-Fax Settings			*Sending and Facsimile Guide*
Full Mode TX Timeout	1 to 99 hours; 24 hours[*1]	Yes	
Divided Data RX Timeout	0 to 99 hours; 24 hours[*1]		
Print MDN/DSN on Receipt	On, Off[*1]		
Always send notice for RX errors	On[*1], Off		
Use Send Via Server	On, Off[*1]		
Allow MDN Not Via Server	On[*1], Off		
Fax Settings[*2]			
Send Start Speed	33600 bps[*1], 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps	Yes	
Receive Start Speed	33600 bps[*1], 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps	Yes	
Receive Password	20 digits maximum	No	
PIN Code Access	On, Off[*1]	Yes	
Memory RX Inbox Settings			
Memory RX Inbox Password	Seven digit number	No	
Use Fax Memory Lock[*2]	On, Off[*1]	Yes	
Use I-Fax Memory Lock	On, Off[*1]	Yes	
Memory Lock Start Time	Everyday, Select Days, Off[*1]	Yes	
Memory Lock End Time	Everyday, Select Days, Off[*1]	Yes	
Remote UI	On[*1], Off Use SSL[*6]: On, Off[*1]	Yes	p. 6-20

Item	Settings	Delivered	Applicable Page
Restrict the Send Function			*Sending and Facsimile Guide*
Address Book Password	Seven digit number	Yes	
Access Number Management	On, Off*1	Yes	
Restrict New Addresses	Fax: On, Off*1 E-mail: On, Off*1 I-fax: On, Off*1 File: On, Off*1	Yes	
Allow Fax Driver TX*2	On*1, Off	Yes	
Confirm Entered Fax Numbers*2	On, Off*1	Yes	
E-mail/I-Fax Domain Sending Restriction	Restrict Sending to Domains; On, Off*1 Register, Edit, Erase	Yes	
Allow PDF Send with Expired Certificates*2	On, Off*1	Yes	
Always Add Device Signature to Send PDF*2	On, Off*1	Yes	
Device Information Settings		No	p. 6-22
Device Name	32 characters maximum		
Location	32 characters maximum		
Forwarding Settings	Receive Type, E-mail Priority, Edit, Erase, Print List	No	*Sending and Facsimile Guide*
	Validate/Invalidate, Register (Registered Forwarding Settings), Forward w/o Conditions	Yes	
Clear Message Board	Clear	No	p. 6-23
Auto Online/Offline		Yes	p. 6-24
Auto Online	On, Off*1		p. 6-24
Auto Offline	On, Off*1		p. 6-24

Item	Settings	Delivered	Applicable Page
Date & Time Settings	Date and Time Setting (12 digit number) Time Zone: GMT -12:00 to GMT +12:00; GMT 00:00[*1] Daylight Saving Time: On, Off[*1]	No	p. 6-26
Limit Functions with the Security Key OFF[*2]	Partial Functions[*1], All Functions	Yes	p. 6-29
License Registration	24 characters maximum	No	p. 6-30
System Monitor Screen Restriction			
Display Status Before Authentication	On[*1], Off	No	p. 6-33
Allow Secured Print from Print Status Screen	On, Off[*1]	No	p. 6-34
Job Log Display	On[*1], Off Obtain Job Log From Management Software: Allow, Do Not Allow[*1]	No	p. 6-34
Register LDAP Server	Register, Edit, Erase, Register/Edit LDAP Search, Print List	No	*Sending and Facsimile Guide*
MEAP Settings			
Use HTTP	On[*1], Off Use SSL[*6]: On, Off[*1]	Yes	p. 6-36
Print System Information	Print	No	p. 6-37
Copy Set Numbering Option Settings	Copy Set Num. Op: On, Off[*1] ID/User Name: On, Off[*1] Date: On, Off[*1] Characters: On, Off[*1]	Yes	p. 6-40
Display Remaining Toner Error Message	On, Off[*1]	No	p. 6-42
Display ID/User Name	On[*1], Off	No	p. 6-43

Item	Settings	Delivered	Applicable Page
USB Settings			
Use USB Device	On*1, Off	Yes	p. 6-44
USB Host	On*1, Off	Yes	p. 6-44
Device Information Delivery Settings			p. 6-45
Register Destinations	Auto Search/Register, Register, Details, Erase, Print List		p. 6-48
Auto Delivery Settings	Everyday, Select Days, Off*1 Add. Functions Settings Value: On (Network Settings: Include, Exclude*1), Off*1 Dept. ID: On, Off*1 Address Book: On, Off*1 Printer Settings: On, Off*1 Paper Information: On, Off*1		p. 6-53
Manual Delivery	Add. Functions Settings Value: On (Network Settings: Include, Exclude*1), Off*1 Dept. ID: On, Off*1 Address Book: On, Off*1 Printer Settings: On, Off*1 Paper Information: On, Off*1		p. 6-56
Restrictions for Receiving Device Info.	On*1, Off		p. 6-57
Restore Data	Add. Functns Set. Value, Dept. ID, Address Book, Printer Settings Paper Information: On, Off*1		p. 6-58
Receive Restriction for Each Function	Add. Functions Settings Value: On*1, Off Dept. ID: On*1, Off Address Book: On*1, Off Printer Settings: On, Off*1 Paper Information: On*1, Off		p. 6-59

Item	Settings	Delivered	Applicable Page
Communication Log	Details, Print List, Report Settings Auto Print: On[*1], Off Daily Activity Report Time: On (00:00 to 23:59), Off[*1] Separate Report Type: On, Off[*1]		p. 6-60
Initialize All Data/ Settings	Initialize	No	p. 6-62
Use Asterisks to Enter Access No./Passwords	On[*1], Off	Yes	p. 6-64
Secure Watermark Mode[*2]			
Forced Secure Watermark	Copy: Do Not Set[*1], Set Mail Box: Do Not Set[*1], Set Printer: Do Not Set[*1], Set	Yes	p. 6-65
Printer Driver Secure Watermark	Do Not Set[*1], Set	Yes	p. 6-68
Encrypted Print Settings[*2]			
Only Allow Encrypted Print Jobs	On, Off[*1]	No	p. 6-72
Paper Type Management Settings	Details/Edit Name, Basis Weight, Type, Finish, Creep (Displacement) Correction Adjustment, Color	Yes	p. 6-73
	Duplicate, Erase	No	
PDL Selection (PnP) [*2]	UFR II, PCL5e, PCL5c, PCL6, PS3, FAX	No	p. 6-78
Settings for All r Inboxes			
Time until Document Auto Erase	0=Off, 1, 2, 3, 6, 12 hours, 1, 2, 3[*1], 7, 30 days	No	p. 6-79
Print Upon Storing From the Printer Driver	On, Off[*1]	No	p. 6-80
Restrict Printer Jobs	On, Off[*1]	Yes	p. 6-81
Color Mode for Copy			
Auto-Color Select	On[*1], Off	Yes	p. 6-82

Item	Settings	Delivered	Applicable Page
Full Color	On*1, Off	Yes	p. 6-82

*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

*6 Indicates items that are not delivered as device information.

■ Copy Settings

Item	Settings	Delivered	Applicable Page
Paper Select Key Size for Express Copy Screen	Large*1: Four paper sources maximum (Stack Bypass, Stack Bypass Settings, 1: Paper Drawer 1, 2: Paper Drawer 2, 3: Paper Drawer 3, 4: Paper Drawer 4, 5: Paper Deck-Z1), Small	No	*Copying and Mail Box Guide*
Standard Key 1, 2 Settings for Regular Screen	Various modes; No Settings*1	No	
Standard Key Settings for Express Copy Screen	Displayed Standard Keys: Up to 5 Set Keys*1, Up to 10 Set Keys, Settings: Various modes; No Settings*1	No	
Auto Collate*4	On*1, Off	Yes	
Auto Orientation	On*1, Off	Yes	
Standard Settings	Store, Initialize	No	
Initialize Copy Settings	Initialize	No	

*1 Indicates the default setting.

*4 Indicates items that appear only when the appropriate optional equipment is attached to the Color imageRUNNER C3480/C3080/C2550. For the Color imageRUNNER C3480i/C3080i, these items are displayed by default.

■ Communications Settings

Item	Settings	Delivered	Applicable Page
Common Settings: TX Settings			*Sending and Facsimile Guide*
Sender's Names (TTI)*2	01 to 99, Register/Edit, Erase	No	
Unit Name	24 characters maximum	No	
Erase Failed TX	On*1, Off	Yes	
Data Compression Ratio	High Ratio, Normal*1, Low Ratio	Yes	
Handle Documents with Forwarding Errors	Always Print, Store/Print, Off*1	Yes	
Retry Times	0 to 5 times; 3 times*1	Yes	
Edit Standard Send Settings	Scanning Mode: Clr/B&W 200x200 dpi File Format: TIFF/PDF Auto Select Stamp: Off	No	
Register Favorites Button	Register/Edit, Erase (M1 to M18), Display Comment: On, Off*1	Yes	
Display Confirmation for Favorites Button	On*1, Off	No	
Image Level for PDF (Compct)*4	Image Level in Text/Photo or Photo Mode: Data Size Priority, Normal*1, Image Priority Image Level in Text Mode: Data Size Priority, Normal*1, Image Priority	Yes	
PDF(OCR) Settings*4	Smart Scan: On*1, Off Num. of Char. for Doc. Name Setting: 1 to 24 characters; 24 characters*1	Yes	
PDF (Trace & Smooth) Settings*4	Outline Graphics: On, Off*1 Graphics Recognition Level: Normal*1, Moderate, High Background Image Level: Data Size Priority, Normal*1, Image Priority	Yes	
Check Device Signature Certificate*4	Certificate Details: Certificate Verification	No	
Check User Signature Certificate*2	Certificate Details: Certificate Verification	No	

Item	Settings	Delivered	Applicable Page
Default Screen for Send	Favorites Buttons (Enlarged Display: On, Off[*1]), One-touch Buttons, New Address[*1]	No	*Sending and Facsimile Guide*
TX Terminal ID	On[*1] (Printing Position: Inside, Outside*1;Display Destination Name: On[*1], Off; Telephone # Mark: FAX[*1], TEL), Off;	Yes	
Use Chunked Encoding with WebDav Sending	On[*1], Off	Yes	
Gamma Value for YCbCr Send Jobs	Gamma 1.0, Gamma 1.4, Gamma 1.8[*1], Gamma 2.2	Yes	
Initialize TX Settings	Initialize	No	
Common Settings: RX Settings			
2-Sided Print	On, Off[*1]	Yes	
Select Drawer	Switch A: On[*1], Off Switch B: On[*1], Off Switch C: On[*1], Off Switch D: On[*1], Off	Yes	
Receive Reduction	On[*1], Off RX Reduction: Auto[*1], Fixed Reduction Reduce %: 75 to 97% (in 1% increments); 90%[*1] Reduce Direction: Vertical & Horizontal, Vertical Only[*1]	Yes	
Received Page Footer	On, Off[*1]	Yes	
2 On 1 Log	On, Off[*1]	Yes	
Gamma Value for YCbCr Received Jobs	Gamma 1.0, Gamma 1.4, Gamma 1.8[*1], Gamma 2.2	Yes	
Fax Settings: User Settings[*2]			
Unit Telephone #	20 digits maximum	No	
Tel Line Type	Pulse, Tone[*1]	No	
Volume Control	Alarm Volume: 0 to 8 levels; 4[*1] Monitor Volume: 0 to 8 levels; 4[*1]	Yes	

Item	Settings	Delivered	Applicable Page
Fax Settings: TX Settings[*2]			*Sending and Facsimile Guide*
ECM TX	On[*1], Off	Yes	
Pause Time	1 to 15 seconds; 2 seconds[*1]	Yes	
Auto Redial	On[*1]: Option: Redial Times: 1 to 10 times; 2 times[*1] Redial Interval: 2 to 99 minutes; 2 minutes[*1] TX Error Resend Error and 1st Page[*1], All pages, Off Off	Yes	
Check Dial Tone Before Sending	On[*1], Off	Yes	
Fax Settings: RX Settings[*2]			
ECM RX	On, Off[*1]	Yes	
Fax Settings: Dual Line Options[*2]			
Unit Telephone #	20 digits maximum	No	
Unit Name	24 characters maximum	No	
Tel Line Type	Pulse, Tone[*1]	No	
TX Line Selection	Line 1: Priority TX[*1], Prohibit TX Line 2: Priority TX, Prohibit TX	No	

*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

*4 Indicates items that appear only when the appropriate optional equipment is attached to the Color imageRUNNER C3480/C3080/C2550. For the Color imageRUNNER C3480i/C3080i, these items are displayed by default.

■ Mail Box Settings

Item	Settings	Delivered	Applicable Page
User Inboxes Settings	Inbox No.: 00 to 99 Register Inbox Name: 24 characters maximum Password: Seven digits maximum Time until Document Auto Erase: 0 (Off), 1, 2, 3, 6, 12 hours, 1, 2, 3*1, 7, 30 days URL Send Settings Print upon storing from the printer driver: On, Off*1 Initialize*6	Yes*7	*Copying and Mail Box Guide*
Standard Scan Settings	Store, Initialize	No	
Confidential Fax Inboxes Settings	Inbox No.: 00 to 49 Register Inbox Name: 24 characters maximum Password: Seven digits maximum URL Send Settings Initialize*6	Yes*7	

*1 Indicates the default setting.

*6 Indicates items that are not delivered as device information.

*7 Information is not delivered if a password is set for the inbox.

■ Address Book Settings

Item	Settings	Delivered	Applicable Page
Register Address	Register New Address, Edit, Erase	Yes	*Sending and Facsimile Guide*
Register Address Book Name	Register Name	Yes	
One-touch Buttons	Register/Edit (from 001 to 200), Erase	Yes	

IMPORTANT

- If you are performing user authentication using the SDL or SSO login service, you cannot change the Additional Functions settings of the machine if you are logged in as a general user.
- If you are logged in as an Administrator, you can change the Additional Functions settings of the machine. (When the dialog box prompting you to enter the System Manager ID and System Password appears, enter the System Manager ID and System Password).

NOTE

Information that is delivered when the Device Information Delivery Settings mode is set, is marked with "Yes" in the "Delivered" column. For information on the Device Information Delivery Settings, see "Specifying Device Information Delivery Settings," on p. 6-45.

Specifying Common Settings

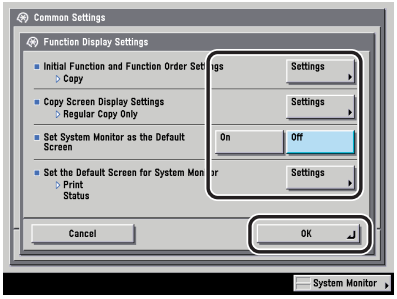
You can specify the settings that are common to the Copy, Mail Box, Send, and Fax functions.

Initial Function at Power ON

You can specify the screen that is displayed when you turn ON the main power, or after the Auto Clear mode initiates.

1 Press (Additional Functions) → [Common Settings] → [Function Display Settings].

2 Specify each setting → press [OK].



- **If you want to change the initial function screen or change the order of the function keys:**

  ❑ Press [Settings] for <Initial Function and Function Order Settings>.

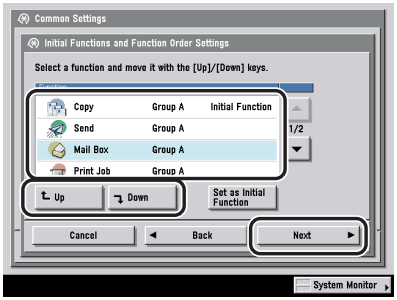
  ❑ Select a function.

  To set the screen of the selected function as the initial function screen, press [Set as Initial Function].

NOTE

If you select [MEAP], it takes longer to start the machine. If no MEAP applications are installed, a message telling you that there are no MEAP applications installed appears.

❑ Press [Up] or [Down] to move the function's key to the desired position or group → press [Next].



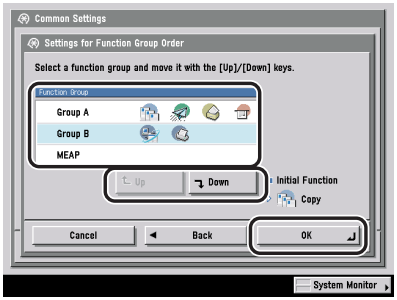
The function keys are divided into the following groups:

Group A: The selected function keys are displayed on page 1 of the Basic Features screen.

Group B: The selected function keys are displayed on page 2 of the Basic Features screen.

❑ Select a function group.

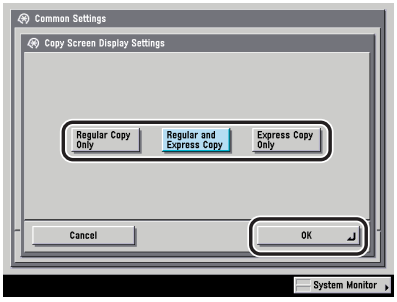
❑ Press [Up] or [Down] to move the function group to the desired position → press [OK].



● **If you want to set the display for the Copy Basic Features screen:**

❑ Press [Settings] for <Copy Screen Display Settings>.

❑ Press [Regular Copy Only], [Regular and Express Copy], or [Express Copy Only] → press [OK].



If you select [Regular and Express Copy], the Regular Copy Screen is displayed by priority.

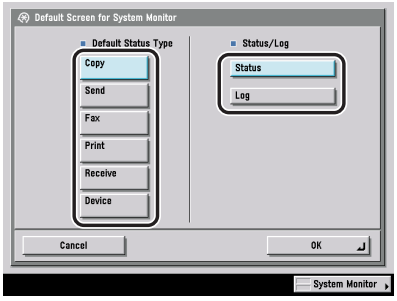
● **If you want to set the System Monitor screen as the initial function screen:**

❑ Press [On] for <Set System Monitor as the Default Screen>.

● **If you want to set the default System Monitor screen:**

❑ Press [Settings] for <Set the Default Screen for System Monitor>.

❑ Select [Copy], [Send], [Fax], [Print], [Receive], or [Device] under <Default Status Type> → select [Status] or [Log] under <Status/Log>.



❑ Press [OK].

Default Display after Auto Clear

You can set whether the screen specified as the Initial Function is displayed after the Auto Clear mode initiates.

NOTE

The time necessary for the Auto Clear mode to initiate can be set. (See "Auto Clear Time," on p. 4-64.)

1 Press (Additional Functions) → [Common Settings] → [Auto Clear Setting].

2 Select [Initial Function] or [Selected Function] → press [OK].

Details of each item are shown below.

[Initial Function]: The screen specified as the initial function in [Function Display Settings] in Common Settings (from the Additional Functions screen) is displayed after the Auto Clear mode initiates. For example, if you set the System Monitor screen as the initial screen in Function Display Settings, and the Auto Clear mode initiates while a settings screen for the Mail Box function is shown, the display returns to the System Monitor screen.

[Selected Function]: The display returns to the main screen of the function that was displayed before the Auto Clear mode initiated. For example, if you set the System Monitor screen as the initial screen in Function Display Settings, and the Auto Clear mode initiates while a settings screen for the Mail Box function is shown, the display returns to the Inbox Selection screen of the Mail Box Function.

Tone Settings

You can set whether to sound audible tones. The following tones sound at the following times:

- Entry Tone: When pressing keys on the control panel or keys on the touch panel display
- Invalid Entry Tone: When an invalid key on the control panel or touch panel display is pressed, or when the maximum number of characters allowed is exceeded
- Restock Supplies Tone: When the toner cartridge needs to be replaced
- Error Tone: When a malfunction occurs (e.g., paper jam or operational error)
- Job Done Tone: After a job completes (e.g., outputting, stapling, or faxing is complete)

1 Press (Additional Functions) → [Common Settings] → [Audible Tones].

2 Select [On] or [Off] for the desired tones → press [OK].

Display the Remaining Paper Message

You can set to display the message indicating that the remaining paper loaded in a paper drawer is low.

1 Press (Additional Functions) → [Common Settings] → [Display Remaining Paper Message].

2 Select [On] or [Off] → press [OK].

Text/Photo Priority in a Black-and-White Original

You can set whether priority is given to text or photographic images when the Automatic Color Selection mode detects that the original is in black-and-white.

Give priority to text when printing or making copies of originals with fine or faint characters. When printing or making copies of originals with photos that you prefer to reproduce with a sharper contrast, select [Photo Priority].

1 Press (Additional Functions) → [Common Settings] → [Text/photo priority when ACS is set to Black].

2 Select [Text Priority] or [Photo Priority] → press [OK].

Details of each item are shown below.

[Text Priority]: The job is processed by giving priority to the text elements on the original.

[Photo Priority]: The job is processed by giving priority to the photographic elements on the original.

NOTE

If you select [Text Priority] and the Automatic Color Selection mode detects that the original is in black-and-white, the original is processed as if [Text] is selected as the original type setting, even if you select [Text/Photo/Map] as the original type.

Display the Black Mode Shortcut Key

You can set to display a shortcut key to the Black mode next to the color selection drop-down list displayed on the Copy Basic Features screen, Scan screen of the Mail Box function, and the Print screen.

1 Press (Additional Functions) → [Common Settings] → [Display the Black Mode Shortcut Key].

2 Select [On] or [Off] → press [OK].

Inch Entry

Specifying this setting ensures that the key for entering values in inches is displayed on the various numeric entry screens.

NOTE

Even if Inch Entry is set to 'On', you still have the option to enter measurements in millimeters by pressing [mm] on the various numeric entry screens.

1 Press (Additional Functions) → [Common Settings] → [Inch Entry].

2 Select [On] or [Off] → press [OK].

Auto Paper Selection/Auto Drawer Switching

You can set which paper sources can be used for Automatic Paper Selection and Auto Drawer Switching. This setting can be made independently for all functions of the machine, and is especially useful when you want to use different paper sources for different purposes.

NOTE

Paper sources set to 'On' are used for the following functions:

- APS (Auto Paper Selection): The machine automatically selects the appropriate paper size (paper source) based on the original's size and copy ratio settings (when making a copy), or the set ratio of the image (when receiving a fax).
- ADS (Auto Drawer Switching): If a paper source runs out of paper during a continuous print job, the machine automatically selects another paper source with the same paper size, and begins feeding paper from that paper source.

1 Press (Additional Functions) → [Common Settings] → [Drawer Eligibility For APS/ADS].

2 Select [Copy], [Printer], [Mail Box], [Receive/Fax], or [Other].

[Receive/Fax] appears only if the optional Super G3 FAX Board or Super G3 Multi-Line Fax Board is installed. [Receive] appears only if the optional Super G3 FAX Board or Super G3 Multi-Line Fax Board is not installed.

[Other] is used for specifying the paper source for printing reports.

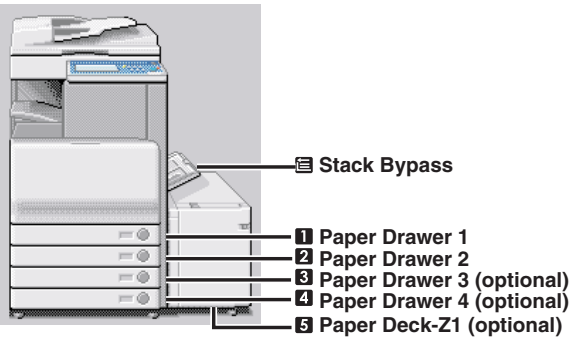
3 Select [On] or [Off] for the stack bypass and the other paper sources → press [OK].

Details of each item are shown below.

[On]: The paper source is eligible for APS/ADS.

[Off]: The paper source is ineligible for APS/ADS.

The numbers on the screen represent the following paper sources:



The optional Cassette Feeding Unit-Y3 and Paper Deck-Z1 are attached.

NOTE

- Regardless of the stack bypass setting, you cannot select 'Off' for all of the paper sources at the same time. At least one of the paper sources, besides the stack bypass must be set to 'On'.
- The settings under [Copy] include an option called [Consider Paper Type], which determines whether the machine considers the paper type loaded in a paper source.
  - If [Consider Paper Type] is set to 'On', paper is not fed from another paper source when the original paper source runs out of paper, unless another paper source is loaded with the same paper size and type. For more information on stored paper types, see "Identifying the Type of Paper in a Paper Source," on p. 4-35.
  - If [Consider Paper Type] is set to 'Off', paper is fed from another paper source when paper in the current paper source runs out, as long as the same paper size/type is loaded in that paper source.
- If you selected [Printer] in step 2, the Stack Bypass icon ( ) will not be displayed on the paper selection screen.

Designating the Envelope Type

You can use Paper Drawer 1 as an envelope cassette, if you attach the optional Envelope Feeder Attachment-C2, set the size switch to the appropriate envelope type, and the paper size dial to 'ENV.'.

IMPORTANT

This procedure is necessary only if the optional Envelope Feeder Attachment-C2 is attached to Paper Drawer 1.

1 Press (Additional Functions) → [Common Settings] → [Envelope Cassette].

2 Select [ENV.1] or [ENV.2] → select the envelope type → press [OK].

NOTE

Make sure that the selected envelope type is the same envelope type that is loaded in Paper Drawer 1.

Identifying the Type of Paper in a Paper Source

This setting enables you to specify the paper type loaded in each paper source.

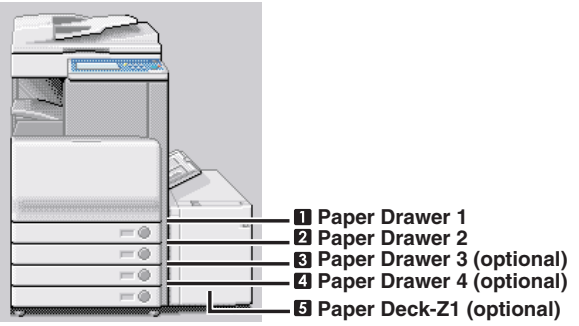
IMPORTANT

Be sure to correctly set the paper type. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

1 Press (Additional Functions) → [Common Settings] → [Register Paper Type].

2 Select the paper source in which you want to register the paper type → press [Settings]

The numbers on the screen represent the following paper sources:



The optional Cassette Feeding Unit-Y3 and Paper Deck-Z1 are attached.

3 Select the desired paper type loaded in the paper source → press [OK].

Make sure that the registered paper type setting is the same paper type that is loaded in the paper source.

If you selected the optional Paper Deck-Z1 as the paper source, [Transparency] is not displayed on the Register Paper Type screen.

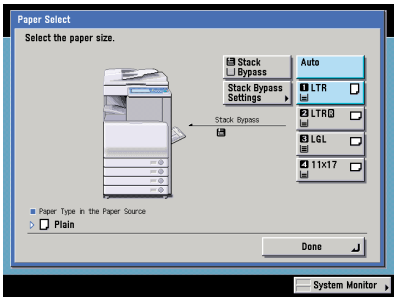
To adjust the toner fixing, press [Plain Paper Print Settings]. If the toner appears to have fixed too much, press [Thin]. If the toner does not appear to have fixed well, press [Heavy].

IMPORTANT

If you select [Transparency] as the paper type loaded in the paper source, but load plain paper instead, a paper jam may occur. Make sure to load transparencies into the paper source.

NOTE

- For more information on paper types, see "Available Paper Stock," on p. 2-57.
- You can register a paper type that is not listed in [Detailed Settings] in the Stack Bypass Settings: Selecting the Paper Type screen. For details on registering paper types, see "Storing/Editing Irregular Paper Types," on p. 6-73.
- The registered paper type information is displayed through the use of icons on the paper selection screen, as shown below.



Paper Select Screen Priority

You can set whether priority is given to the simple setting screen for paper type, or the detailed setting screen when displaying the paper type selection screen from the paper size selection screen.

1 Press (Additional Functions) → [Common Settings] → [Paper Select Screen Priority].

2 Select [Simple] or [Detailed] → press [OK].

Energy Consumption in the Sleep Mode

You can set the amount of energy that the machine consumes when it is in the Sleep mode.

NOTE

- The machine may not enter the Sleep mode completely, depending on the status and type of installed MEAP applications (e.g., there still may be applications running in the background consuming power).
- If there are less than two hours remaining before a Delayed Send job is to be sent, the machine will not enter the Sleep mode completely.
- If you are using a management application (such as NetSpot Console) to view or manage the settings and status of the machine via the network, the machine may not enter the Sleep mode completely.
- If you are using the machine as a Windows printer, the machine may not enter the Sleep mode completely if SNMP Status is enabled for your operating system (unless your computer is turned OFF). For more information on disabling SNMP Status, contact your network administrator.
- The machine will not enter the Sleep mode completely when the Wireless Network Interface Adapter is attached.
- In some cases, the energy consumption level in the Sleep mode is 'High' even when the energy consumption level is set to 'Low' when:
  - A job is being processed (including a forwarding job, report job, receive job, and sending a forwarding done notice).
  - The optional imagePASS is installed.
  - Any of the following settings are set from the Additional Functions screen:

Report Settings		
Settings	Send	The Daily Activity Report Time setting for the Activity Report is set to 'On'.*1
	Fax	The Daily Activity Report Time setting for the FAX Activity Report is set to 'On'.*1
System Settings		
Communications Settings	Memory RX Inbox Settings	Time limit for receiving fax documents in memory is set.*1
Network Settings	TCP/IP Settings	DHCP is set to 'On'.
	NetWare Settings	NetWare is set to 'On'.
	AppleTalk Settings	AppleTalk is set to 'On'.
	SMB Settings	SMB is set to 'On'.
	E-Mail/I-Fax	The POP Interval setting is set to more than '1' minute.

*1 If there is more than 120 minutes remaining before the specified time, the machine consumes the same amount of energy as when the energy consumption level is set to 'Low'.

1 Press (Additional Functions) → [Common Settings] → [Energy Consumption in Sleep Mode].

2 Select [Low] or [High] → press [OK].

Details of each item are shown below.

[Low]: Energy consumption in the Sleep mode is low, but it takes longer to recover from the Sleep mode.

[High]: Energy consumption in the Sleep mode is high, but it takes shorter to recover from the Sleep mode.

NOTE

If Energy Consumption in Sleep Mode is set to 'Low', it may take more than 10 seconds for the touch panel to be displayed after pressing the control panel power switch.

Distinguishing LTRR and STMT Originals

You can designate the way the machine handles LTRR and STMT originals that are placed on the platen glass.

1 Press (Additional Functions) → [Common Settings] → [LTRR/STMT Original Selection].

2 Select [Distinguish Manually], [Use LTRR Format], or [Use STMT Format] → press [OK].

If you select [Distinguish Manually], a screen enabling you to select the original size appears when scanning.

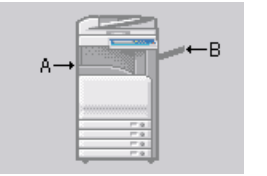
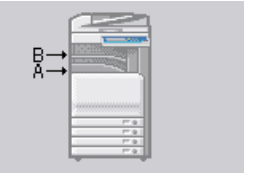
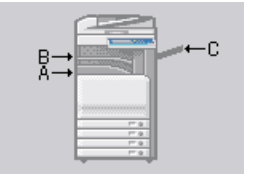
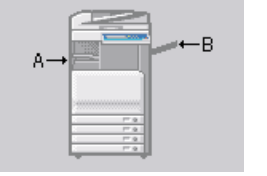
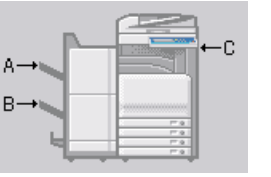
If you select [Use LTRR Format], the machine detects the original as LTRR.

If you select [Use STMT Format], the machine detects the original as STMT.

Output Tray Designation

You can designate the machine's output trays to be used for specific functions.

The output trays indicated by Tray A, B, and C vary according to the attached optional equipment.

Options Attached	Default Settings	Tray A/B/C
Copy Tray-J1	Tray A: Copy, Mail Box Tray B: Printer, Receive, Fax, Other	
Inner 2way Tray-D1	Tray A: Copy, Mail Box Tray B: Printer, Receive, Fax, Other	
Inner 2way Tray-D1 and Copy Tray-J1	Tray A: Copy, Mail Box Tray B: Printer Tray C: Receive, Fax, Other	
Finisher-Z1 and Copy Tray-J1	Tray A: Copy, Mail Box, Printer Tray B: Receive, Fax, Other	
Finisher-Y1 or Saddle Finisher-Y2	Tray A: Copy, Mail Box Tray B: Printer Tray C: Receive, Fax, Other Tray Home Position: Tray A	

IMPORTANT

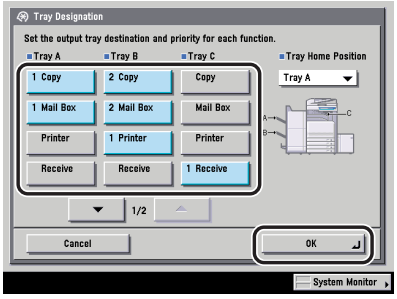
The Finisher-Y1 and Saddle Finisher-Y2 are not available for the Color imageRUNNER C2550.

NOTE

- The same output tray can be designated for multiple functions.
- The priority order of the output destinations is determined by the order of the selected output trays. The priority is displayed as "1," "2," and "3."

1 Press (Additional Functions) → [Common Settings] → [Tray Designation].

2 Select the functions for which to designate output Trays A, B, and C and the priority order of the trays → press [OK].



The optional Saddle Finisher-Y2 is attached.

[Other] is used for designating a tray for printing reports.

[Receive/Fax] appears only if the optional Super G3 FAX Board or Super G3 Multi-Line Fax Board is installed. [Receive] appears only if the optional Super G3 FAX Board or Super G3 Multi-Line Fax Board is not installed.

If the optional Super G3 Multi-Line Fax Board is installed, you can set two different trays for receiving faxes.

If you want to use an output tray for only one function, select only that function.

IMPORTANT

- If a certain tray reaches its stacking limit, the machine automatically uses another tray that is designated for the same function. However, it is recommended that you only designate one tray for fax/I-fax documents to prevent them from getting lost.
- If the optional Finisher-Z1 and Copy Tray-J1 are attached and the Staple mode is set, the sheets are output to Tray A, regardless of the Tray Designation settings.
- If the optional Finisher-Z1 and Copy Tray-J1 are attached and the following paper is selected, the sheets are output to trays other than the Copy Tray-J1, regardless of the Tray Designation settings: irregular paper size, envelopes, heavy paper, transparencies, coated paper, labels, or tracing paper.
- If the optional Inner 2way Tray-D1 and Copy Tray-J1 are attached and the following paper is selected, the sheets are output to trays other than the Copy Tray-J1, even if the Copy Tray-J1 is specified as the destination: irregular paper size, envelopes, heavy paper, transparencies, coated paper, labels, or tracing paper.

● **If you want to select the tray home position (when the optional Finisher-Y1 or Saddle Finisher-Y2 is attached):**

❑ Press the Tray Home Position drop-down list → select the tray home position to be used while jobs are being processed.

Tray Home Position

[Tray A]: Tray A moves closer to the output area.

[Tray B]: Tray B moves closer to the output area.

[Off]: The tray home position is not set. The output tray stops at the position it is in when printing finishes.

Setting the Printing Priority

You can set the machine's printing priority. A job that belongs to a function with a higher set priority is printed after the job currently being processed is complete.

NOTE

Priority printing does not take place until the current job is complete. However, if the current job is paused, the printing of a job that belongs to a function with a higher set priority may start, depending on the settings.

1 Press (Additional Functions) → [Common Settings] → [Printing Priority].

2 Select the printing priority for the various functions → press [OK].

If you select [1] for a function, that function is given the highest printing priority.

[Receive/Fax] appears only if the optional Super G3 FAX Board or Super G3 Multi-Line Fax Board is installed. [Receive] appears only if the optional Super G3 FAX Board or Super G3 Multi-Line Fax Board is not installed.

<Other> is used for setting the priority for printing reports.

PDL prints from MEAP applications are included in <Printer>. However, local print jobs from MEAP applications are included in <Mail Box>.

NOTE

If the same printing priority has been specified for multiple functions, printing starts with the first processed print job.

Image Form

You can store image forms and superimpose them on the output using the Form Composition mode in the Copy and Mail Box functions. For instructions on using the Form Composition mode, see Chapter 4, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*.

IMPORTANT

- Up to 100 image forms can be stored. However, this number varies depending on the capacity of the hard disk.
- Be sure to place the original that contains the image form on the platen glass. It is not possible to scan an image form from the feeder.

NOTE

Image forms can also be retrieved from a personal computer and stored in the machine.

Storing an Image Form

1 Press (Additional Functions) → [Common Settings] → [Register Form for Form Composition].

2 Press [Register].

3 Select the size of the original that contains the image form → press [Next].

NOTE

To select an A or B series paper size, press [A/B-size].

4 Set the desired scan settings.

If you want to change the zoom ratio, press [Copy Ratio]. (See Chapter 3, "Basic Copying and Mail Box Features," in the *Copying and Mail Box Guide*.)

If you want to change the scan exposure, press [◐] or [◑]. (See Chapter 3, "Basic Copying and Mail Box Features," in the *Copying and Mail Box Guide*.)

If you want to select the image quality for scanning, select the original type from the original type drop-down list. (See Chapter 3, "Basic Copying and Mail Box Features," in the *Copying and Mail Box Guide*.)

If you want to invert images, adjust the contrast of images, or set the automatic copy/scan exposure, press [Special Features], and then set each function. (See Chapter 4, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*.)

If you want to assign a name to the image form, press [Form Name] → enter a name → press [OK].

NOTE

- For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. 2-24.
- If you press [OK] without entering any characters, the machine automatically assigns the image form a name using the year, month, day, and time the image form was stored.

5 Place the original that contains the image form on the platen glass → press ◇ (Start).

Checking Image Form Details

1 Press ⊛ (Additional Functions) → [Common Settings] → [Register Form for Form Composition].

2 Select the desired image form → press [Details].

NOTE

To check the image of the stored form, press [Check Print] → select the paper size → press [Start Print]. (See Chapter 4, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*.)

3 Check the detailed information → press [Done].

If you want to change the name of the image form, press [Change Form Name].

NOTE

For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. 2-24.

Erasing an Image Form

1 Press (Additional Functions) → [Common Settings] → [Register Form for Form Composition].

2 Select the image form that you want to erase → press [Erase].

NOTE

To check the image of the stored form, press [Check Print] → select the paper size → press [Start Print]. (See Chapter 4, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*.)

3 Press [Yes].

Setting the Image Priority

This mode enables you to set the machine to automatically select whether the print quality of your original has priority or the print quality of the stored image form has priority. You can also select these settings manually.

1 Press (Additional Functions) → [Common Settings] → [Image Priority for Form Composition].

2 Select [Auto], [Original Priority], or [Form Priority] → press [OK].

Details of each item are shown below.

[Auto]:	The machine automatically selects the print quality of the original and image form.
[Original Priority]:	Priority is given to the print quality of the original image.
[From Priority]:	Priority is given to the print quality of the image form.

User-Defined Text for Page Numbers and Watermarks

You can register specific text to be placed on your documents using the Pg/Copy Set Numbering, Print Watermark/Date, or [Watermark] for the Secure Watermark mode. For instructions on using the Pg/Copy Set Numbering, Print Watermark/Date, and Secure Watermark modes, see Chapter 4, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*.

NOTE

The maximum number of user-defined text strings for watermarks and page numbers that can be registered is 30.

Registering User-Defined Text

1 Press (Additional Functions) → [Common Settings] → [Register Characters for Page No./Watermark].

2 **Press [Register] → enter the desired characters → press [OK].**

NOTE

For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. 2-24.

3 **Press [Done].**

Editing User-Defined Text

1 **Press (Additional Functions) → [Common Settings] → [Register Characters for Page No./Watermark].**

2 **Select the text to edit → press [Edit].**

3 **Enter the new text → press [OK].**

NOTE

For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. 2-24.

4 **Press [Done].**

Erasing User-Defined Text

1 **Press (Additional Functions) → [Common Settings] → [Register Characters for Page No./Watermark].**

2 **Select the text to erase → press [Erase].**

3 **Press [Yes].**

4 **Press [Done].**

Standard Paper for the Stack Bypass

You can set the paper size and type that the stack bypass uses beforehand. This setting is useful if you always load the same paper size and type into the stack bypass.

If the Stack Bypass Standard Settings are stored when using the optional Fax function, you can also use the stack bypass to receive faxes.

IMPORTANT

When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

NOTE

If you are using the stack bypass as a paper source for the Copy, Mail Box, and Fax (Receive) functions, you must select the stack bypass when specifying the Drawer Eligibility for APS/ADS setting. (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-33.)

1 Press (Additional Functions) → [Common Settings] → [Stack Bypass Standard Settings].

2 Press [On] → [Store].

If you press [Off], proceed to step 5.

3 Select the desired paper size.

- **If you want to select a standard paper size:**
  - ❑ Select the desired paper size → press [Next].

NOTE

To select an A or B series paper size, press [A/B-size].

- **If you want to select an irregular paper size:**
  - ❑ Press [Irreg. Size].
  - ❑ Enter the size of the paper using the numeric keys on the touch panel display.
  - ❑ Press [X] → enter a value.
  - ❑ Press [Y] → enter a value.

❑ Press [OK].

You can also select a size key ([S1] to [S5]) containing a stored paper size setting, instead of entering values.

NOTE

- To enter values in millimeters, press [mm].
- For instructions on entering values in inches, see "Values in Inches," on p. 2-25.
- If you make a mistake when entering values, press [C] on the touch panel display → enter the correct values.
- To select a registered paper size stored in a size key ([S1] to [S5]), you must store the irregular paper size in the size key beforehand. For instructions on storing irregular paper sizes, see "Irregular Paper Size Settings for the Stack Bypass," on p. 4-50.

❑ Press [Next].

● **If you want to select an envelope size:**

❑ Press [Envelope].

❑ Select the envelope type → press [OK].

IMPORTANT

If the envelope type is not selected correctly, a paper jam will occur.

❑ Press [OK] → proceed to step 5.

4 Select the desired paper type → press [OK].

To adjust the toner fixing, press [Plain Paper Print Settings]. If the toner appears to have fixed too much, press [Thin]. If the toner does not appear to have fixed well, press [Heavy].

NOTE

- [Transparency] can be selected only if [LTR] is selected as the paper size.
- For more information on paper types, see "Available Paper Stock," on p. 2-57.
- You can register a paper type that is not listed in [Detailed Settings] in the Stack Bypass Settings: Selecting the Paper Type screen. For details on registering paper types, see "Storing/Editing Irregular Paper Types," on p. 6-73.

5 Press [OK].

Irregular Paper Size Settings for the Stack Bypass

You can store an irregular paper size in a Size key ([S1] to [S5]), that can be selected when you press [Irreg. Size] on a paper selection screen. There are five Size keys, and they can be assigned names for increased convenience. This mode is useful for storing and editing frequently used irregular paper sizes.

NOTE

The irregular paper size settings stored in memory are not erased, even if you turn OFF the machine's power.

Registering and Editing Irregular Paper Sizes

1 Press (Additional Functions) → [Common Settings] → [Registering Irregular Size].

2 Select a Size key ([S1] to [S5]) to register or edit an irregular paper size → press [Register/Edit].

NOTE

- Size keys that already have settings stored in them are displayed with a colored triangle ( ) in the lower right corner of the key.
- If you select a size key that already has settings stored in it, the settings are displayed.

3 Enter the irregular paper size using the numeric keys on the touch panel display.

❑ Press [X] → enter a value.

❑ Press [Y] → enter a value.

❑ Press [OK].

NOTE

- To enter values in millimeters, press [mm].
- For instructions on entering values in inches, see "Values in Inches," on p. 2-25.
- If you make a mistake when entering values, press [C] on the touch panel display → enter the correct values.

Naming a Size Key

1 Press (Additional Functions) → [Common Settings] → [Registering Irregular Size].

2 Select a Size key ([S1] to [S5]) to name → press [Register Name].

NOTE

- Size keys that already have settings stored in them are displayed with a colored triangle ( ) in the lower right corner of the key.
- If you select a Size key that already has settings stored in it, the settings are displayed.
- You can also name keys with no settings stored in them.

3 Enter a name → press [OK].

NOTE

- For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. 2-24.
- If you press [OK] without entering any characters, the key name reverts to its current name (default S1 to S5).

Erasing Irregular Paper Sizes

1 Press (Additional Functions) → [Common Settings] → [Registering Irregular Size].

2 Select the size key containing the irregular paper size settings that you want to erase → press [Erase].

IMPORTANT

Make sure to check the settings first before erasing them.

NOTE

- Size keys that already have settings stored in them are displayed with a colored triangle ( ) in the lower right corner of the key.
- If you select a Size key that already has settings stored in it, the settings are displayed.

3 Press [Yes].

NOTE

Size key names are not erased. For instructions on changing a key name, see "Naming a Size Key," on p. 4-51.

Setting the Speed or Print Side Priority

You can set whether the printer speed is the priority for your job, or whether to print on a specific side of the paper. This is useful when you want to make one or two-sided prints on preprinted paper (paper which has logos or patterns already printed on it) without changing the orientation of the paper loaded in a paper source.

NOTE

When using preprinted paper (paper which has logos or patterns already printed on it) whose orientation is important, it is recommended that you set [Print Side Priority] for the paper source which is loaded with that paper.

1 Press (Additional Functions) → [Common Settings] → [Paper Feed Method Switch].

2 Select [Speed Priority] or [Print Side Priority] for each paper source → press [OK].

Details of each item are shown below.

[Speed Priority]: When you feed one or two-sided prints into the machine, the method for delivering paper inside the machine changes, and this affects the printing speed. Therefore, to maximize the printing speed, load the paper manually as follows:

- One-Sided Prints: Load the paper face up in a paper drawer, or face down into the stack bypass and the optional paper deck. The side facing up in the paper drawer, and the side facing down in the stack bypass and paper deck are the sides printed on.
- Two-Sided Prints: Load the paper face down in a paper drawer, or face up in the stack bypass and the paper deck. The side facing down in the paper drawer, and the side facing up in the stack bypass and paper deck are the first sides that are printed on.

[Print Side Priority]: If you load paper in a paper drawer and select [Print Side Priority], no matter whether you are printing one or two-sided prints, the side of the paper facing up is always the one printed on first. (The side facing down is the one printed on first for the stack bypass and paper deck.) However, some speed will be sacrificed when printing one-sided prints.

If [Print Side Priority] is selected for a paper source, and Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) is set to 'On', the Automatic Paper Selection and Automatic Drawer Switching settings are ignored. Also, the machine's printing speed may become slower when you print one-sided documents.

Standard Local Print Settings

You can set the standard print settings for the machine. The Standard Local Print Settings are used in the following cases:

- If you print documents stored in inboxes without changing the print settings
- If you merge and print multiple documents stored in an inbox
- If you reset the settings before printing a document that has been sent from a computer and stored in an inbox

---

1 Press (Additional Functions) → [Common Settings] → [Standard Local Print Settings].

2 Select the desired standard local print settings for each mode → press [Done].

Details of each item are shown below.

[Paper Select]: Select the paper source.

[Copies]: Set the number of copies from 1 to 9,999 sets.

[Finishing]: Set the type of finishing.

[2-Sided Print]: Set whether to perform two-sided printing.

[Erase Document After Printing]: Set whether to erase a document from memory after it prints.

[Merge Documents]: Set whether to merge documents, if you select multiple documents that are stored in an inbox for printing.

Changing the Language Shown on the Touch Panel Display

You can select the language displayed on the touch panel display.

NOTE

- If Language Switch is set to 'On', some characters are restricted and cannot be entered. To be able to enter all characters, set Language Switch to 'Off'.
- Even if Language Switch is set to 'On', there are some languages that cannot be displayed.

1 Press (Additional Functions) → [Common Settings] → [Language Switch].

2 Press [On] → select the desired language → press [OK].

If you do not want to change the display language, press [Off].

If you press [Display Shortcut Key], [ ] will be displayed next to [System Monitor] on the Basic Features screen. [ ] is a shortcut key to the Language Switch screen.

IMPORTANT

- Some messages may not be displayed properly in the language that you just selected. In this case, restart the machine (turn the machine OFF, and then back ON). For instructions on restarting (turning the main power switch OFF and then ON) the machine, see "Main Power and Control Panel Power," on p. 1-14.
- If SSO is set as the login service, and there is a difference between the language set on the machine and the one set in Active Directory, the sender's full name will not be displayed in e-mail messages sent to the recipient.

Reversing the Contrast of the Touch Panel Display

You can reverse the contrast on the touch panel display for better viewing. The Reversed Display mode reverses the light and dark areas on the touch panel display. If you find it hard to read what is being shown on the touch panel display, try using this mode.

1 Press (Additional Functions) → [Common Settings] → [Reversed Display (Color)].

2 Select [On] or [Off] → press [OK].

Details of each item are shown below.

[On]: The colors of the touch panel display screen are reversed (i.e., the areas that are normally light become dark, and the dark areas become light).

[Off]: The touch panel display screen returns to its default colors.

Alternating the Print Output (Offset Jobs)

The Offset Jobs mode automatically sorts the print output by job when multiple print jobs are specified. It also ensures that output pages are always sorted even if you forget to specify a finishing mode.

NOTE

[Offset Jobs] is displayed only if an optional finisher is attached.

1 Press (Additional Functions) → [Common Settings] → [Offset Jobs].

2 Select [On] or [Off] → press [OK].

Inserting a Job Separation Sheet between Print Jobs

This mode enables you to insert blank pages before the first page of each print job from a selected paper drawer. This is useful when you want to separate one print job from another when printing multiple jobs.

IMPORTANT

If you are using the Booklet or Saddle Stitch mode, job separation sheets cannot be inserted between jobs.

1 Press (Additional Functions) → [Common Settings] → [Job Separator between Jobs].

2 Select [On] or [Off].

- **If you select [On]:**
  - ❑ Press [Paper Select] → select the paper drawer containing the desired paper size for the job separation sheet → press [OK].
  - ❑ Press [OK].
- **If you select [Off]:**
  - ❑ Press [OK].

Inserting a Job Separation Sheet between Copy Sets

If you are using the Collate, Offset Collate, or Staple mode, you can insert blank pages from a selected paper drawer to separate a specified number of copies.

IMPORTANT

If you are using the Do not Collate, Rotate Collate, Group, Offset Group, Booklet, or Saddle Stitch mode, job separation sheets cannot be inserted between copy sets.

1 Press (Additional Functions) → [Common Settings] → [Job Separator between Copies].

2 Select [On] or [Off].

● **If you select [On]:**

❑ Press [Paper Select] → select the paper drawer containing the desired paper size for the job separation sheet → press [OK].

❑ Use 0 - 9 (numeric keys) to specify the number of pages after which a job separation sheet will be inserted.

❑ Press [OK].

● **If you select [Off]:**

❑ Press [OK].

Job Duration Display

If the Job Duration Display mode is set to 'On', the remaining time that it takes to complete an operation is displayed in minutes on the touch panel display.

NOTE

- The wait time is displayed as <Approx Prt Time> (approximate printing time) on the screen that is displayed when the machine is printing.
- Even if Job Duration Display is set to 'On', the wait time is not displayed if the wait time is less than one minute.

1 Press (Additional Functions) → [Common Settings] → [Job Duration Display].

2 Select [On] or [Off] for each function → press [OK].

Number of Copies/Wait Time Status Display

If the Number of Copies/Wait Time Status Display mode is set to 'On', the number of copies specified and the approximate time before the current job completes is displayed in the Job/Print Status Display Area.

NOTE

- The accuracy of the approximate times displayed in the Job/Print Status Display Area may vary, depending on the status of the machine.
- The approximate time is not displayed when the wait time is less than one minute.

1 **Press (Additional Functions) → [Common Settings] → [Number of Copies/Job Duration Status Display].**

2 **Select [On] or [Off] → press [OK].**

Clean the Original Scanning Area Prompt

You can use the Cleaning Display for the Original Scanning Area mode to prompt you to clean the scanning area when the machine detects streaks or stains. If the feeder is not clean, the machine will scan and print dust and grime on the output. The Clean the Original Scanning Area Prompt appears when originals are placed in the feeder. For instructions on cleaning the feeder's scanning area, see "Manual Feeder Cleaning," on p. 7-56.

NOTE

[Cleaning Display for the Original Scanning Area] appears only if the optional Feeder (DADF-L1) (standard-equipped for the Color imageRUNNER C3480i/C3080i) is attached.

1 **Press (Additional Functions) → [Common Settings] → [Cleaning Display for the Original Scanning Area].**

2 **Select [On] or [Off] → press [OK].**

Data Compression Ratio for Remote Scans

You can set the compression ratio for network scanning. A high compression ratio reduces the amount of memory used for scanning the document, but results in a lower image quality. On the contrary, a low compression ratio increases the amount of memory used for scanning the document, but results in a higher image quality.

NOTE

For more information on the Network Scan function, see the *Color Network ScanGear User's Guide*.

1 **Press (Additional Functions) → [Common Settings] → [Data Compression Ratio for Remote Scans].**

2 Select [High Ratio], [Normal], or [Low Ratio] → press [OK].

Details of each item are shown below.

[High Ratio]: A small amount of memory is used for scanning the document, but the images have a lower image quality.

[Normal]: The amount of memory used for the document and the quality of the images are moderate. The compression ratio is between the High Ratio and Low Ratio settings.

[Low Ratio]: A large amount of memory is used for the document, but the images have a higher image quality.

Setting the Gamma Value for Remote Scans

You can set the gamma value that is used for scanning color documents into your computer through the Network Scan function. Select a gamma value that is most suited to your computer settings so that you can print the document from your computer with the most optimal density.

NOTE

For more information on the Network Scan function, see the *Color Network ScanGear User's Guide*.

1 Press (Additional Functions) → [Common Settings] → [Gamma Value for Remote Scans].

2 Select the gamma value ([Gamma 1.0], [Gamma 1.4], [Gamma 1.8], or [Gamma 2.2]) → press [OK].

Limiting Functions

If a problem frequently occurs when using the Finishing modes, such as Offset Collate and Staple, you can temporarily limit the use of these finishing modes by setting Limited Functions Mode to 'On'.

In addition, when the Service Call Message screen appears indicating a finishing mode malfunction and you temporally set the Limited Functions Mode to clear the Service Call Message screen, you can deactivate the Limited Functions Mode by setting this mode to 'Off' from the Additional Functions screen. However, after the Limited Functions Mode is deactivated, the Service Call Message screen may appear again, unless the cause of the malfunction is cleared. (See "Setting the Limited Functions Mode from the Service Call Message Screen," on p. 8-91.)

NOTE

[Limited Functions Mode] is displayed only if an optional finisher is attached.

1 Press (Additional Functions) → [Common Settings] → [Limited Functions Mode].

2 Select [On] or [Off] → press [OK].

NOTE

The Limited Functions Mode is enabled only after you restart the machine (the main power switch is turned OFF, and then back ON). For instructions on restarting (turning the main power switch OFF and then ON) the machine, see "Main Power and Control Panel Power," on p. 1-14.

Erasing the Remaining Toner Error Message

You can erase the Remaining Toner Error Message screen, which is displayed when the remaining toner is low, if Display Remaining Toner Error Message in System Settings (from the Additional Functions screen) is set to 'On'.

NOTE

[Erase Remaining Toner Error Message] is displayed only if Display Remaining Toner Error Message in System Settings (from the Additional Functions screen) is set to 'On'. (See "Displaying the Remaining Toner Error Message," on p. 6-42.)

1 Press (Additional Functions) → [Common Settings] → [Erase Remaining Toner Error Message].

2 Press [Yes].

The Remaining Toner Error Message screen will be displayed again when a different color toner becomes low.

Returning the Common Settings to Their Defaults

You can restore all of the Common Settings to their defaults (initial settings).

NOTE

- If you set Language Switch to 'On', and then return the Common Settings to their default settings, Language Switch is turned 'Off', but the language shown on the touch panel display remains unchanged. (See "Changing the Language Shown on the Touch Panel Display," on p. 4-55.)
- If you set Limited Functions Mode to 'On', and then return the Common Settings to their default settings, the setting for the Limited Functions Mode remains unchanged.
- Image forms registered for Register Form for Form Composition are not erased.

1 Press (Additional Functions) → [Common Settings] → [Initialize Common Settings].

2 Press [Yes].

Timer Settings

You can make various timer related settings for the machine, such as adjusting the current time, and specifying the time it takes for the machine to enter into the Sleep mode or Low-Power mode.

Current Time Adjustment

You can make adjustments to the current time. For instructions on setting the current date and time, see "Current Date and Time," on p. 6-26.

1 Press (Additional Functions) → [Timer Settings] → [Time Fine Adjustment].

2 Press [-] or [+] to adjust the current time → press [OK].

NOTE

Even if you change the time from 00:00 to 23:59, or 23:59 to 00:00, the date will not be changed.

Auto Sleep Time

If the machine is idle for a certain period of time (after the last print job or key operation is performed), the control panel power switch automatically switches OFF to save power. The machine has entered the Sleep mode.

NOTE

For more information on the Sleep mode, see "Energy Consumption in the Sleep Mode," on p. 4-38.

1 Press (Additional Functions) → [Timer Settings] → [Auto Sleep Time].

2 Press [▼] or [▲] to enter the desired Auto Sleep Time → press [OK].

Auto Clear Time

If the machine is idle for a certain period of time (after the last print job or key operation is performed), the display returns to the Basic Features screen (standard settings) of the selected function. This period of time is called the "Auto Clear Time."

NOTE

If '0' is selected, the Auto Clear Time mode is not set.

1 Press (Additional Functions) → [Timer Settings] → [Auto Clear Time].

2 Press [-] or [+] to enter the desired Auto Clear Time → press [OK].

Daily Timer Settings

You can set the time that the machine automatically enters the Sleep mode each day of the week.

NOTE

If the Auto Sleep Time and Daily Timer modes are both set, the Auto Sleep Time setting has priority.

1 Press (Additional Functions) → [Timer Settings] → [Daily Timer Settings].

2 Select the day of the week → enter the time using 0 - 9 (numeric keys) → press [OK].

Enter the time in 24-hour notation as four digits (including zeros) without a space.

Examples: 7:05 a.m. → 0705

11:18 p.m. → 2318

If you make a mistake when entering the time, select the day of the week again → enter another four digit number.

You can also press C (Clear) to clear the incorrect values.

Low-Power Mode Time

The Low-Power mode conserves energy by turning OFF the fixing unit when the machine is idle for a certain period of time (after the last print job or key operation is performed). This period of time is called the "Low-Power Mode Time."

When the machine is in the Low-Power mode, the touch panel display is turned OFF.

1 **Press (Additional Functions) → [Timer Settings] → [Low-power Mode Time].**

2 **Press [▼] or [▲] to enter the desired Low-power Mode Time → press [OK].**

Adjusting the Machine

This section describes how you can make fine adjustments to the settings of the machine, such as making a fine adjustment to the printed image and the page number or watermark position.

It is recommended that you perform an Automatic Gradation Adjustment and clean the machine regularly.

Zoom Fine Adjustment

When you print a copy or a document from an inbox, a slight difference in size may occur between the size of the original image, and the size of the copied/printed image. In this case, you can perform a fine adjustment to compensate for this difference.

1 Press (Additional Functions) → [Adjustment/Cleaning] → [Zoom Fine Adjustment].

2 Press [-] or [+] to adjust the percentage (%) → press [OK].

If you are making an adjustment to either the X (horizontal) or Y (vertical) direction, press [-] or [+] to enter a value for that direction only.

Saddle Stitch Staple Repositioning

You can reposition the stapler of the saddle stitcher unit after clearing a staple jam, or after replacing the staple cartridge. Saddle stitch staple repositioning works by feeding several sheets of paper into the saddle stitcher unit and stapling them together.

CAUTION

If transparencies are loaded in a paper drawer, make sure to pull out that paper drawer slightly so that transparencies are not fed for the saddle stitch staple repositioning procedure. Damage to the machine may occur if transparencies are fed during this procedure.

IMPORTANT

- Only use 12" x 18", 11" x 17", LGL, or LTRR paper for the saddle stitch staple repositioning procedure.
- Make sure to remove all output booklets from the optional Booklet Tray before performing the saddle stitch staple repositioning procedure.

NOTE

- Saddle stitch staple repositioning can be performed only if the optional Saddle Finisher-Y2 is attached.
- Paper that is required for the saddle stitch staple repositioning procedure is automatically fed to the saddle stitcher unit by the machine.

1 Press (Additional Functions) → [Adjustment/Cleaning] → [Saddle Stitcher Staple Repositioning].

2 Press [Start].

Saddle Stitch Position Adjustment

If you are using the Saddle Stitch mode of the optional Saddle Finisher-Y2, and you notice that the folds of the paper are not exactly in the middle of the booklet, you can make adjustments to the saddle stitch position to compensate for this error.

NOTE

The saddle stitch position can only be adjusted if the optional Saddle Finisher-Y2 is attached.

1 Press (Additional Functions) → [Adjustment/Cleaning] → [Saddle Stitch Position Adjustment].

2 Select the paper size for which you want to adjust the saddle stitch position.

NOTE

Some of the paper sizes displayed may not be available in certain countries.

3 Press [▼] or [▲] to adjust the saddle stitch position → press [OK].

Adjusting Creep (Displacement) Correction

This mode enables you to adjust the displacement of pages that occurs between the outermost and center page when the Booklet mode is set.

1 Press (Additional Functions) → [Adjustment/Cleaning] → [Creep (Displacement) Correction Adjustment].

2 Select the desired paper type → press [Adjust].

3 Press [▼] or [▲] to adjust the correction width → press [OK].

NOTE

To enter values in millimeters, press [mm].

Automatic Gradation Adjustment

You can recalibrate the machine when you notice irregularities in the color of the copies or prints, such as when copies turn out to be different from the original in gradation, density, or color.

The following two types of gradation adjustments can be made:

■ **Quick Adjustment**

This is a quick and simple adjustment that is made to the gradation, density, and color settings of the machine. Recalibrations are made internally without outputting any test prints.

■ **Full Adjustment**

This is a precise recalibration that is made to the gradation, density, and color settings of the machine. The procedure involves making test prints and placing them on the platen glass for scanning. Once this is complete, the machine automatically corrects the irregularities.

IMPORTANT

It is recommended that you select [Full Adjust] when performing an automatic gradation adjustment. Select [Quick Adjust] for a quick, but less complete adjustment between regular full adjustment recalibrations.

Quick Adjustment

1 Press (Additional Functions) → [Adjustment/Cleaning] → [Auto Gradation Adjustment].

2 Select the paper type → press [Quick Adjust].

IMPORTANT

This machine adjusts the toner and print speed according to the paper type. To make effective adjustments, select the correct paper type.

3 Press [Start].

Full Adjustment

IMPORTANT

- Make sure that you place the test prints properly. Accurate recalibrations of the gradation, density, and color settings of the machine cannot be made if the test prints are not scanned correctly.
- Three test prints are output by the machine during this adjustment. This machine adjusts the toner and print speed according to the paper type. To make effective adjustments, select the correct paper type.
- If Auto Gradation Adjustment does not work well with heavy paper, conduct a test print with normal paper.

NOTE

Test prints are not counted as part of the copy or print total page counts.

---

1 Press (Additional Functions) → [Adjustment/Cleaning] → [Auto Gradation Adjustment].

2 Select the paper type → press [Full Adjust].

IMPORTANT

This machine adjusts the toner and print speed according to the paper type. To make effective adjustments, select the correct paper type.

3 **Press [Test Print 1].**

NOTE

If the paper which is appropriate for the test print is not loaded in a paper source, a message asking you to load the appropriate paper appear. In this case, load the appropriate paper in a paper source.

4 **Place the first test print on the platen glass.**

Place the test print face down on the platen glass, with the black bands along the top left back edge of the platen glass by the arrow.

5 **Press [Start Scan].**

6 **Remove the first test print from the platen glass → press [Test Print 2].**

7 **Place the second test print on the platen glass.**

Place the test print face down on the platen glass, with the black bands along the top left back edge of the platen glass by the arrow.

8 **Press [Start Scan].**

9 **Remove the second test print from the platen glass → press [Test Print 3].**

10 **Place the third test print on the platen glass.**

Place the test print face down on the platen glass, with the black bands along the top left back edge of the platen glass by the arrow.

11 **Press [Start Scan].**

12 **Remove the third test print from the platen glass.**

Exposure Recalibration

You can recalibrate the exposure adjustment scale if differences between the image on the original and the print occur.

1 Press (Additional Functions) → [Adjustment/Cleaning] → [Exposure Recalibration].

2 Press [Light] or [Dark] for each function to adjust the exposure → press [OK].

Color Mismatch Correction

You can automatically correct color mismatching that occurs in the output.

1 Press (Additional Functions) → [Adjustment/Cleaning] → [Auto Color Mismatch Correction].

2 Press [Start].

NOTE

An error message is displayed if auto color mismatch correction is canceled. In this case, repeat the procedure from step 1.

Character/Background Contrast Adjustment

This mode enables you to adjust the relative contrast (brightness) of the hidden text and the background when using the Secure Watermark mode. For more information on the Secure Watermark mode, see Chapter 4, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*.

IMPORTANT

Load LTR or 11" x 17" size regular or heavy paper when making sample prints.

NOTE

[Character/Background Contrast Adjustment] is displayed only if the optional Secure Watermark is activated.

1 Press (Additional Functions) → [Adjustment/Cleaning] → [Character/Background Contrast Adjustment].

You can adjust the relative contrast (brightness) of the hidden text and the background when using the Secure Watermark mode.

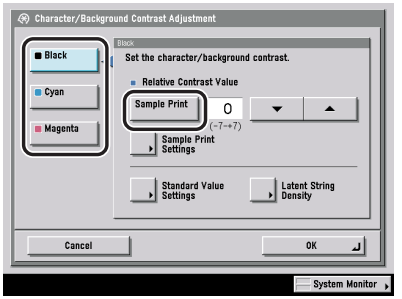
2 Press [For Printer 1200 dpi] or [Standard].

Press [For Printer 1200 dpi] if the resolution is set at 1200 dpi during printing.

NOTE

To print at resolutions of 1200 dpi using the Color imageRUNNER C2550, the 1200dpi Print Expansion Board is required.

3 Select the color → press [Sample Print] → [Yes].



The setting range for the Relative Contrast Value will differ, depending on the Standard Value Settings you have set.

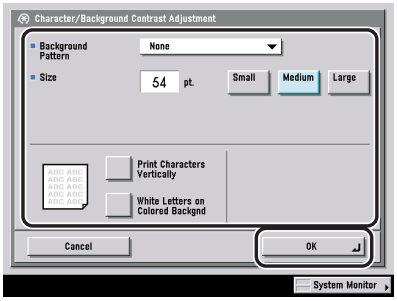
Standard Value Settings	Relative Contrast Value
0	0 to +7
4	-4 to +7
8 to 56	-7 to +7
60	-7 to +4
64	-7 to 0

NOTE

- If adjusting the contrast of the background and characters (latent image), specify the relative contrast value.
- The area within the frame on the sample print is the output sample for the currently set relative contrast value.

● **If you want to specify print settings for the sample print:**

❑ Press [Sample Print Settings] → specify the desired settings → press [OK].

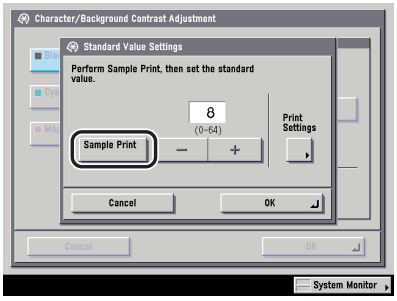


You can set the background pattern, the text size, color, and orientation.

4 Refer to the sample print and set the contrast value indicated for an image where the hidden text is difficult to see using [▼] or [▲].

● **If there is no image where the text is difficult to see:**

❑ Press [Standard Value Settings] → [Sample Print] → [Yes].



❑ Refer to the standard value sample print and set the standard value indicated for the image which has the most even contrast for the inner and outer squares.

❑ Press [OK] → return to step 3.

NOTE

When changing the adjustment area on the sample print for the relative contrast, specify settings for [Standard Value Settings].

● **If you want to adjust the density of the text:**

❑ Press [Latent String Density] → adjust the density using [-] or [+].

❑ Press [OK] → return to step 3.

NOTE

When adjusting the density of the characters (latent image), specify settings for [Latent String Density].

5 Press [OK].

The more even the contrast between the hidden text and the background is, the harder it will be to see the hidden text on the original, but the less the hidden text will appear when it is copied. It is recommended you make a copy of the original after adjusting the contrast to confirm that the secure watermark becomes visible as desired.

NOTE

The contents of the settings changed in [Character/Background Contrast Adjustment] are retained until the next time the settings are changed.

Cleaning the Inside of the Main Unit

If streaks appear on printed output, or random parts of the printed image are missing, the inside of the main unit may be dirty. In this case, clean the inside of the main unit, as described below.

NOTE

It takes three minutes and 10 seconds to clean the inside of the main unit.

1 Press (Additional Functions) → [Adjustment/Cleaning] → [Cleaning inside Main Unit].

2 Press [Start].

When cleaning is complete, try printing again.

Automatic Feeder Cleaning

If your originals have black streaks or appear dirty after scanning them through the feeder, clean the rollers of the feeder.

NOTE

- [Feeder Cleaning] appears only if the optional Feeder (DADF-L1) (standard-equipped for the Color imageRUNNER C3480i/C3080i) is attached.
- It takes approximately 25 seconds to clean the feeder.

1 Press (Additional Functions) → [Adjustment/Cleaning] → [Feeder Cleaning].

2 Place 10 sheets of blank paper into the feeder → press [Start].

Make sure that you fan the sheets of paper well.

Use LTR paper (16 to 20 lb bond (60 to 80 g/m^2)).

When cleaning is complete, try scanning again.

NOTE

To cancel feeder cleaning while it is in progress, press [Cancel].

Replacing the Toner While Printing Is Possible

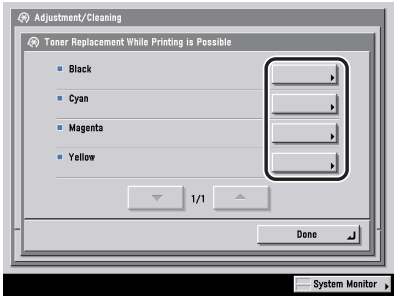
If you replace the toner cartridge when the message <Black toner is low. Replacement not yet needed.>, follow the procedure below to erase the displayed message.

NOTE

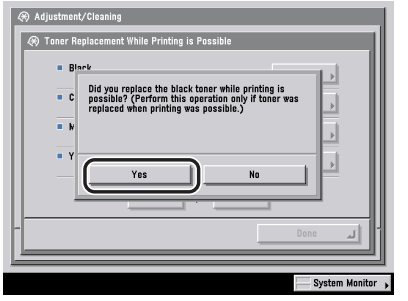
- The message displayed differs, depending on the color of the replaced toner cartridge.
- If several toner cartridges are replaced simultaneously, a message for each is displayed in order.

1 **Press (Additional Functions) → [Adjustment/Cleaning] → [Toner Replacement While Printing is Possible].**

2 **Press the key for the color of the replaced toner.**



3 **Press [Yes].**


Adjustment/Cleaning
Toner Replacement While Printing is Possible
Did you replace the black toner while printing is possible? (Perform this operation only if toner was replaced when printing was possible.)
Yes
No
Done
System Monitor

Checking Job and Device Status

5
CHAPTER

This chapter explains how to check the counter, and how to use the System Monitor screen to change or check the status of print and copy jobs.

Checking the Counter and Controller Version. 5-2

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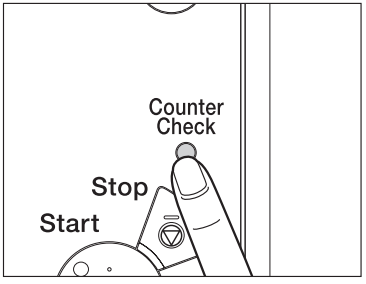
Checking the Counter and Controller Version

You can check the copy and print page counts, and the print and scan page counts that are performed by users who log on to MEAP applications using a login service.

You can also check the version of the controller.

1 Press ◎ (Counter Check) on the control panel.



The various counts are shown on the touch panel display.

2 Check the Send/Fax counter, MEAP counter, or controller version.

● To check the Send/Fax counter:

❑ Press [Send/Fax Cntr Check].

[Send/Fax Cntr Check] appears only if the optional Super G3 FAX Board or Super G3 Multi-Line Fax Board is installed.

[Send Counter Check] appears only if the optional Super G3 FAX Board or Super G3 Multi-Line Fax Board is not installed.

❑ Press [Done].

● To check the MEAP counter:

❑ Press [MEAP Counter].

❑ Press the Application Name drop-down list → select the desired application.

To check the version information of an application, the MEAP Contents version information, etc., press [Version Information].

❑ Press [Done].

● **To check the controller version:**

❑ Press [Device Configuration].

❑ Press [Done].

3 Press [Done].

Checking Job Status

If you press [System Monitor], the System Monitor screen appears, enabling you to check and change the status of Copy, Send, Fax, Print, and Receive jobs. For example, you can change the order of jobs in the print queue, cancel a job, or check the details of a job.

By displaying the status for each job type, it is possible to check the current job or a job waiting to be processed. By displaying the Log, you can view all of the completed jobs or confirm that a job has been processed. It is also possible to print a fax transmissions/receptions report from the System Monitor screen.

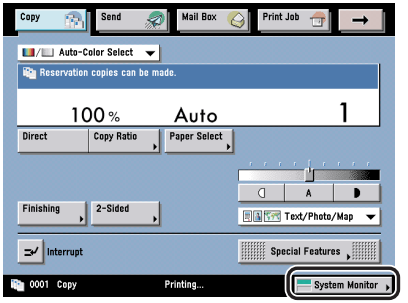
Press [Print Jobs] to confirm or edit print jobs on the Print Job screen.

From the System Monitor screen, it is possible to quickly acquire information about the machine, check the amount of paper remaining in all of the standard and optional paper sources, check the available system memory, and the status of consumables. You can also view a list of error messages.

NOTE

- If Department ID Management or a login service (such as SSO or SDL) is set and Display Status Before Authentication in System Monitor Screen Restriction in System Settings (from the Additional Functions screen) is set to 'Off', operations other than displaying the Device Status screen cannot be performed from the System Monitor screen before logging in to the machine. (See "Restricting Access to the System Monitor Screen," on p. 6-33.)
- If the Job Log Display in System Settings (from the Additional Functions screen) is set to 'Off', the following items are not displayed:
  - On the System Monitor screen
    <Activity Report (RX)>, [Details], and [Print List] on the Receive screen
    Copy, Send, Fax, and Print job logs
  - On the Print Job screen
    [Log]
- For information on the operations that can be performed on printer jobs using the Print function, see the *PS/PCL/UFR II Printer Guide*.
- Many of the check/change operations can also be performed from the Remote User Interface. (See Chapter 2, "Checking and Managing Functions," in the *Remote UI Guide*.)
- The status bars on the keys located on the bottom of the System Monitor screen, flash in red or green to indicate the status of jobs. The status bars flash green when there are current jobs that are being processed, and maintain a steady green light when there are jobs in the print queue. Flashing red status bars indicate errors. For instructions on resolving errors, see Chapter 8, "Troubleshooting."
- The Fax function is available only if the optional Super G3 FAX Board or Super G3 Multi-Line Fax Board is installed.

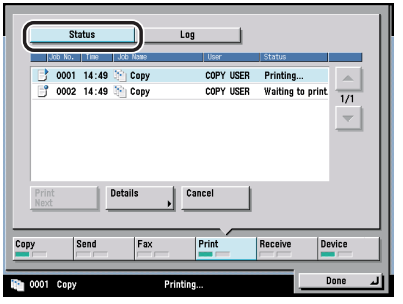
1 Press [System Monitor].



2 From the keys located at the bottom of the System Monitor screen, select the job type that you want to check or change, or press [Device] to display the current status of the machine.

● **If a job type ([Copy], [Send], [Fax], [Print], or [Receive]) is selected:**

❑ Press [Status] to check the jobs currently being processed or waiting to be processed.



The example above shows the screen that is displayed when [Print] is selected.

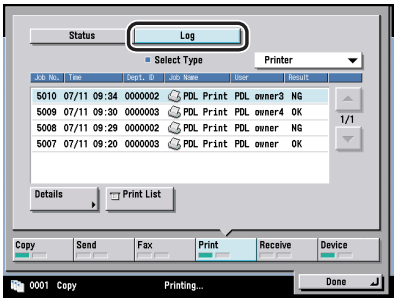
If [Fax] is selected, press [Send Job Status] or [Received Job Status] instead.

If [Receive] is selected, press [Forwarding Status].

NOTE

For instructions on checking the status of Send, Fax, or Receive jobs, see Chapter 8, "Checking/Changing the Send/Receive Status," in the *Sending and Facsimile Guide*.

❑ Press [Log] to check the jobs that have already been processed.



The log is organized according to the type of job. Press the Select Type drop-down list → select the type of job whose log you want to check.

If you select [RX Print] from the Select Type drop-down list, the log for all receive jobs is displayed in chronological order.

NOTE

- The status of Receive jobs can only be confirmed by the log.
- The table below describes the icons that are displayed on the status and log screens.

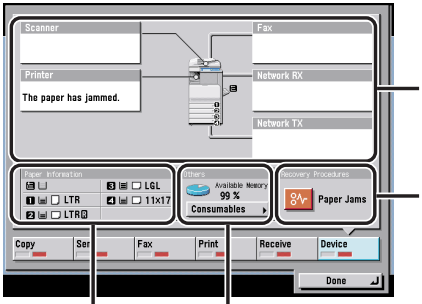
Icon (Job Status)	Description
	Executing
	Waiting
	Error
	Canceling
	Paused
	Secured Print
	Sent

Icon (Job Type)	Description
	Copy Job
	Send/Fax Job
	Mail Box Job
	Print Job
	Report Print Job

- The most recent 100 copy, fax, or print jobs, and a total of the most recent 100 send and receive jobs are displayed in the log.

● **If [Device] is selected:**

❑ Check the current machine status.



The status of the device and the current job are displayed here.

This area displays recovery procedures for problems, such as clearing a paper jam or replacing the toner and staple cartridges.

The remaining amount of available system memory is displayed in percentage, and the status of consumables are displayed.

The remaining amount of paper, the paper type, and paper size loaded in the paper sources are displayed.

❑ Press [Consumables] to display the remaining amount of toner and staples.

❑ When you are finished checking the status of the consumables, press [Done].

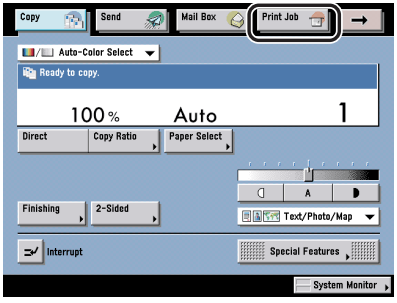
NOTE

All displays are approximations of the actual amount of consumables remaining.

3 Press [Done].

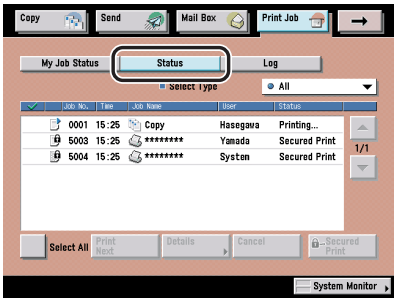
Checking Job Status from the Print Job Screen

1 Press [Print Job].



2 Check the status of the print jobs.

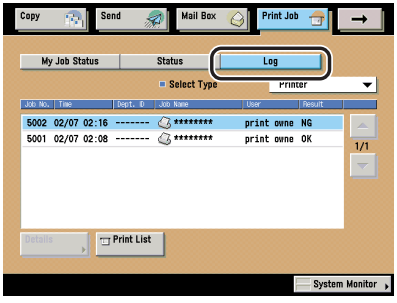
❑ Press [Status] to check the jobs currently being processed or waiting to be processed.



NOTE

If you are using a login service, [My Job Status] is displayed. Press this key to display only the jobs for the user that is currently logged on to the machine.

❑ Press [Log] to check the jobs that have already been processed.



❑ Press the Select Type drop-down list → select the type of job whose log you want to check.

NOTE

For information on the displayed icons, see "Checking Job Status from the System Monitor Screen," on p. 5-6.

Job Details

You can check the details of copy and print jobs, such as the date and time the machine received and processed the jobs, and the number of pages.

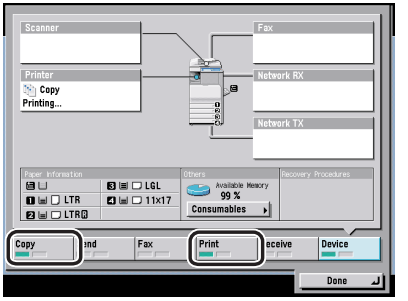
NOTE

- If the Job Log Display in System Settings (from the Additional Functions screen) is set to 'Off', the following items are not displayed on the System Monitor screen:
  - On the System Monitor screen
    <Activity Report (RX)>, [Details], and [Print List] on the Receive screen
    Copy, Send, Fax, and Print job logs
  - On the Print Job screen
    [Log]
- For information on the operations that can be performed on printer jobs using the Print function, see the *PS/PCL/UFR II Printer Guide*.
- Only operations for print jobs can be performed on the Print Job screen.

Checking Copy/Print Job Details

Checking Copy/Print Job Details from the System Monitor Screen

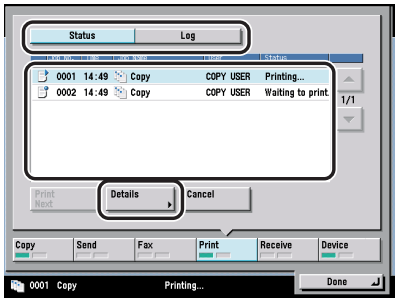
1 Press [System Monitor] → select the job type ([Copy] or [Print]).



IMPORTANT

To check the details of jobs specified through a MEAP application, select [Print] for both MEAP copy and print jobs.

2 **Press [Status] or [Log] → select the job whose details you want to check → press [Details].**



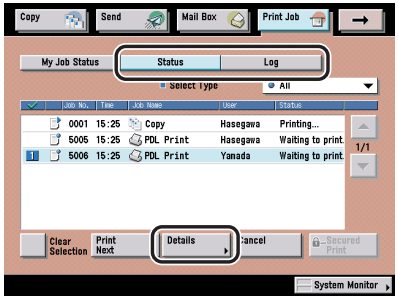
3 **Check the detailed information → press [Done] repeatedly until the Basic Features screen appears.**

Checking Copy/Print Job Details from the Print Job Screen

1 **Press [Print Job].**

If necessary, see the screen shot in step 1 of "Checking Job Status from the System Monitor Screen," on p. 5-6.

2 **Press [Status] or [Log] → select the job whose details you want to check → press [Details].**



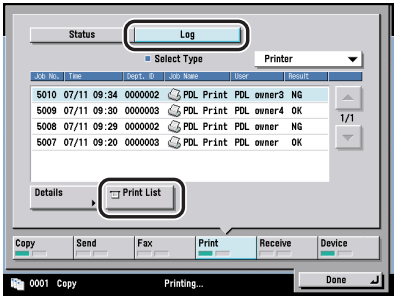
3 **Check the detailed information → press [Done] repeatedly until the Basic Features screen appears.**

Printing Copy/Print Log from the System Monitor Screen

1 Press [System Monitor] → select the job type ([Copy] or [Print]).

If necessary, see the screen shot in step 1 of "Checking Job Status from the System Monitor Screen," on p. 5-6.

2 Press [Log] → [Print List].



If you selected [Print], press the Select Type drop-down list → select the type of job whose log you want to print → press [Print List].

NOTE

The log can be printed only if 11" x 17", LGL, LTR, or LTRR (plain, recycled, or color paper) is loaded in one of the paper sources that are set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-33.)

3 Press [Yes].

If you selected [Copy], the Copy Log List is printed. If you selected [Print], the Print Log List is printed.

4 Press [Done].

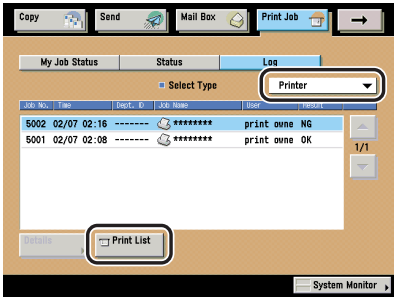
NOTE

For samples of the Copy and Print Logs, see "Sample Reports," on p. 9-2.

Printing the Copy/Print Log from the Print Job Screen

1 **Press [Print Job] → [Log].**

2 **Press the Select Type drop-down list → select the type of job whose log you want to print → press [Print List].**



3 **Press [Yes].**

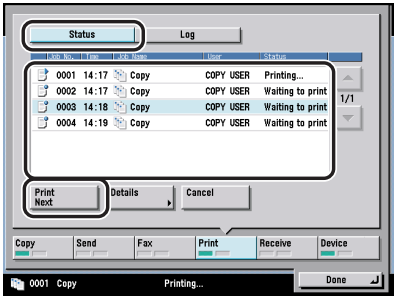
Priority Printing

You can change the printing priority of a job, so that it is printed right after the current job is complete.

Selecting the Job for Priority Printing from the System Monitor Screen

1 **Press [System Monitor] → [Print].**

2 **Press [Status] → select the job for priority printing → press [Print Next].**

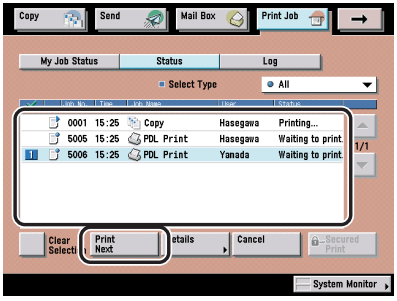


3 **Press [Done].**

Selecting the Job for Priority Printing from the Print Job Screen

1 **Press [Print Job] → [Status].**

2 **Select the job for priority printing → press [Print Next].**



6 CHAPTER

System Manager Settings

This chapter describes the settings that can be made by the person in charge of the machine's operation, such as the System Manager.

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Specifying the System Manager Settings

You can set an ID and a password for the System Manager. Once the System Manager ID/password is set, restrictions can be placed on storing or changing the System Settings.

IMPORTANT

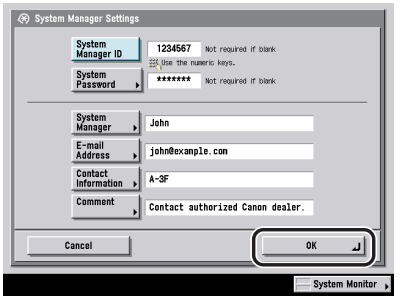
- Attaching the optional Card Reader-C1 erases the System Manager ID and System Password that have been stored.
- Depending on the login service being used, if Department ID Management is set to 'Off' and a System Manager ID or password is not specified, all users of the machine may be considered as the Administrator even without authentication.
- If you are performing user authentication using the SDL or SSO login service, the System Settings mode is restricted in the following way:
  - Users registered as a general user cannot change the System Settings, regardless of the System Manager ID setting.
  - Users registered as an Administrator can change the System Settings by entering the correct System Manager ID and System Password or registering them in their user data in advance.

NOTE

- If the optional Card Reader-C1 is attached, the numbers 1 to 1,000 cannot be used for the System Manager ID. Numbers 1 to 1,000 are reserved for control cards by default.
- For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. 2-24.
- The maximum number of digits that you can store for the System Manager ID and System Password is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros.
  - Example: If <321> is entered, <0000321> is stored.

1 Press (Additional Functions) → [System Settings] → [System Manager Settings].

2 Specify the desired settings → press [OK].



[System Manager ID]:

Press [System Manager ID] → enter a number (up to seven digits) using 0 - 9 (numeric keys).

You must set a System Manager ID in order to manage the operations of the machine.

[System Password]:

Press [System Password] → [Password] → enter a number (up to seven digits) using 0 - 9 (numeric keys) → press [Confirm] → enter same number to confirm the password → press [OK].

You cannot store a System Manager ID or System Password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.

Example: If <02> or <002> is entered, <0000002> is stored.

[System Manager]:

Press [System Manager] → enter the System Manager's name → press [OK].

[E-mail Address]:

Press [E-mail Address] → enter the System Manager's e-mail address → press [OK].

[Contact Information]:

Press [Contact Information] → enter the contact information for the System Manager → press [OK].

[Comment]:

Press [Comment] → enter any comment for the System Manager → press [OK].

NOTE

- If you make a mistake when entering a number or character, press © (Clear) to clear your entry.
- If Asterisks for Entering Access No./Passwords in Use Asterisks to Enter Access No./Passwords in System Settings (from the Additional Functions screen) is set to 'Off', passwords you enter are not displayed as asterisks (********). (See "Setting the Display Method When Entering a Password," on p. 6-64.)

Department ID Management

You can register a Department ID and password for each department, and manage the machine by limiting its use to only those who enter the correct Department ID and password. This is called Department ID Management. Department IDs and passwords for up to 1,000 departments can be registered. Use Department ID Management to keep track of the copy, scan, and print totals for each department.

With Department ID Management, the following settings can be specified:

- Turn Department ID Management 'On' or 'Off'.
- Register the Department ID and password.
- Set page limits for color/black-and-white scans, color/black-and-white prints, and color/black-and-white copies.
- Set whether to use Department ID Management for the Mail Box, Send, Fax, and Network Scan functions. If the Copy function is specified, it is automatically restricted when Department ID Management is set.
- Set up copy, scan, and print restrictions.

IMPORTANT

- If SDL or SSO is set as the login service, Department ID Management is performed on the Department ID that shares the same user name and password as the one registered for MEAP User Authentication.
- If you are using SSO and set Department ID Management to 'On', you may not be able to log on. In this case, change the login service to Default Authentication, and then set Department ID Management to 'Off'. For instructions on setting a login service, see Chapter 4, "MEAP System Management," in the *MEAP SMS Administrator Guide*.
- If the optional Card Reader-C1 is attached, and SDL or Default Authentication is set as the login service, Department ID Management is activated. (See "Card Reader-C1," on p. 3-38.)
- Optional imageWARE Accounting Manager software is necessary to use the Domain Authentication system of SSO (including when performing domain authentication with the 'Domain Authentication + Local Device Authentication' system) and Department ID Management simultaneously. If imageWARE Accounting Manager is not installed, and SSO is set as the login service, make sure that Department ID Management is set to 'Off'. Otherwise, you will not be able to log on.
- The user information registered for SDL or the Local Device Authentication system of SSO, and the registered Department ID and password set for Department ID Management must match. If the registered Department ID and password have been changed because information was updated or changed by the Device Information Delivery Settings mode, make sure that you change/update the user information registered for SDL or the Local Device Authentication system of SSO accordingly. For instructions on registering SDL or SSO user information, see the *MEAP SMS Administrator Guide*.
- If SDL or SSO is set as the login service, the Limit Functions mode will not be available.

NOTE

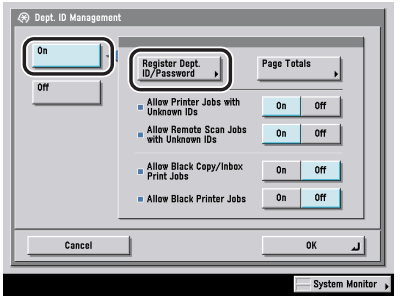
- The maximum number of digits that you can store for the Department ID and password is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros.

  - Example: If <321> is entered, <0000321> is stored.
- Other than using Department ID Management, this machine enables you to manage user information using SDL or SSO.

Registering the Department ID, Password, and Page Limit

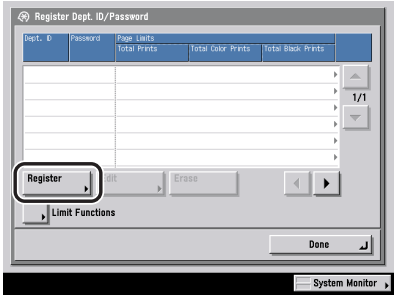
1 **Press (Additional Functions) → [System Settings] → [Dept. ID Management].**

2 **Press [On] → [Register Dept. ID/Password].**

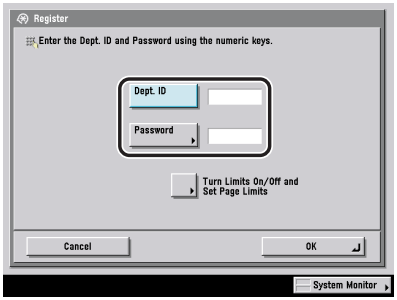


If you do not want to store a Department ID, password, or page limit restriction, proceed to step 10.

3 **Press [Register].**



4 Use ⓪ - ⑨ (numeric keys) to enter the Department ID and password.



❑ Press [Dept. ID] → enter the Department ID.

❑ Press [Password].

❑ Press [Password] → enter the desired password.

❑ Press [Confirm] → enter the same number to confirm the password → press [OK].

You cannot register a Department ID or password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.

Example: If <02> or <002> is entered, <0000002> is stored.

NOTE

- If you make a mistake when entering a number, press Ⓒ (Clear) to clear the entire number → enter the correct number.
- If you do not want to set a password, you can use the machine by entering only the Department ID.
- If Use Asterisks to Enter Access No./Passwords in System Settings (from the Additional Functions screen) is set to 'Off', passwords you enter are not displayed as asterisks (********). (See "Setting the Display Method When Entering a Password," on p. 6-64.)

5 Press [Turn Limits On/Off and Set Page Limits].

6 Set the page limits.

❑ Press [On] under the desired function(s).

If you do not want to set a page limit restriction for a function, press [Off] under the desired function's name.

NOTE

- <Total Print Limit> is the sum of <Total Color Print Limit> and <Total Black Print Limit>.
- <Total Color Print Limit> is the sum of <Color Copy Limit> and <Color Print Limit>.
- <Total Black Print Limit> is the sum of <Black Copy Limit> and <Black Print Limit>.
- <Color Scan Limit> and <Black Scan Limit> are not included in the Total Print Limit.

❑ Press [☐] (Page Limit) next to [On]/[Off] of the desired function(s) → enter the page limit restriction using ⓪ - ⑨ (numeric keys).

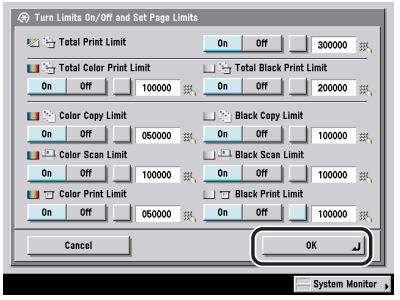
IMPORTANT

- If any one of the color or black-and-white page limits is reached when [Auto-Color Select] is selected as the color mode, you cannot perform any operations.
- The machine stops printing if any one of the color or black-and-white page limits is reached while printing a document that contains both color and black-and-white areas.
- The machine stops copying if any one of the total color or black-and-white print or copy limits is reached while copying a document that contains both color and black-and-white areas.
- The machine stops sending a fax if the Black Scan Limit is reached while faxing a document either from memory or directly to the recipient.
- The machine stops scanning if a scan limit is reached while the machine is scanning originals that are being fed from the optional feeder. (Those originals that were scanned before the limit is reached are not added to the scan count.)

NOTE

- If you make a mistake when entering a number, press Ⓒ (Clear) to clear the number → enter the correct number.
- You can set the page limit from 0 to 999,999 pages. Once a page limit is reached, copying, scanning, or printing is not possible.
- The page limit refers to the number of printed surfaces. Therefore, a two-sided print is counted as two pages.

❑ Press [OK] → [OK].



7 **If you would like to limit users to certain functions of the machine, press [Limit Functions].**

8 **Select [On] or [Off] next to the functions (other than the Copy function) you want to limit using Department ID Management → press [OK].**

Details of each item are shown below.

[On]: Department ID Management is set for the selected function(s).

[Off]: Department ID Management is set only for copying and printing operations from computers.

9 **Press [Done].**

10 **Press [OK].**

NOTE

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

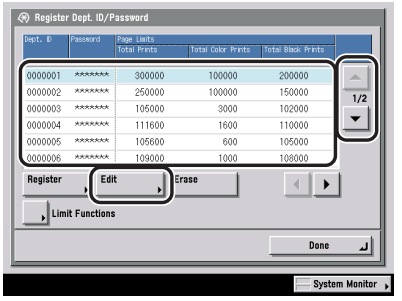
Changing the Password and Page Limit

You can change the password and page limit settings that you have registered.

1 Press (Additional Functions) → [System Settings] → [Dept. ID Management].

2 Press [On] → [Register Dept. ID/Password].

3 Press [▼] or [▲] to display the department whose password you want to change → select the department → press [Edit].



NOTE

Press and hold down [▼] or [▲] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

4 Enter the new password (up to seven digits) using 0 - 9 (numeric keys).

❑ Press [Password].

❑ Press [Password] → enter the desired password using 0 - 9 (numeric keys).

❑ Press [Confirm] → enter the same number to confirm the password using 0 - 9 (numeric keys) → press [OK].

You cannot store a password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.

Example: If <02> or <002> is entered, <0000002> is stored.

NOTE

- If you make a mistake when entering the password, press (C) (Clear) to clear the password → enter the correct password.
- You cannot change the Department ID.
- If Use Asterisks to Enter Access No./Passwords in System Settings (from the Additional Functions screen) is set to 'Off', passwords you enter are not displayed as asterisks (********). (See "Setting the Display Method When Entering a Password," on p. 6-64.)

5 If you want to change or set a page limit restriction, press [Turn Limits On/Off and Set Page Limits].

6 Change the page limit restriction, if necessary.

❑ Press [On] under the desired function(s).

❑ Press [☐] (Page Limit) next to [On]/[Off] of the desired function(s) → enter the page limit restriction using (0) - (9) (numeric keys).

❑ Press [OK] → [OK].

If you do not want to set a page limit restriction for a function, press [Off] under the desired function's name.

NOTE

- If you make a mistake when entering a number, press (C) (Clear) to clear the number → enter the correct number.
- You can set the page limit from 0 to 999,999 pages. Once a page limit is reached, copying, scanning, or printing is not possible.
- The page limit refers to the number of printed surfaces. Therefore, a two-sided print is counted as two pages.

7 Press [Done] → [OK].

NOTE

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Erasing the Department ID and Password

You can erase the Department ID and password that you have registered.

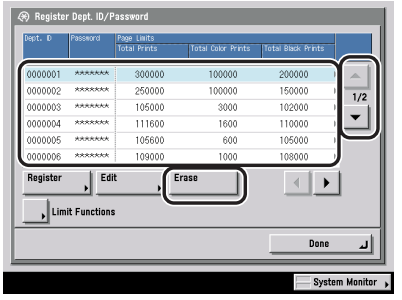
NOTE

If Department ID Management is activated through the optional Card Reader-C1, you cannot delete the Department ID.

1 Press (Additional Functions) → [System Settings] → [Dept. ID Management].

2 Press [On] → [Register Dept. ID/Password].

3 Press [▼] or [▲] to display the Department ID that you want to erase → select the Department ID → press [Erase].



NOTE

Press and hold down [▼] or [▲] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

4 Press [Yes].

5 Press [Done] → [OK].

NOTE

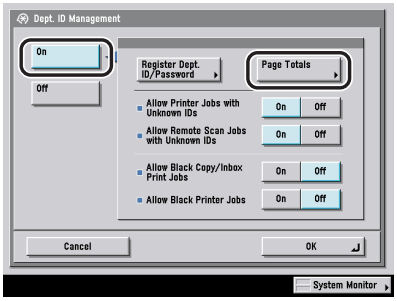
If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Checking and Printing Counter Information

You can display and print a list of how much paper was used by each department.

1 Press (Additional Functions) → [System Settings] → [Dept. ID Management].

2 Press [On] → [Page Totals].



3 Check or print the page total count.

The page totals that belong to print jobs without a Department ID (left blank) are the number of prints from computers that do not correspond with a registered Department ID. These prints are referred to as prints with unknown IDs.

The page totals that belong to scan jobs without a Department ID (left blank) are the number of pages that have been scanned from computers that do not correspond with a registered Department ID. These scanned pages from computers are referred to as network scans with unknown IDs.

● **If you only want to check the counter information:**

❑ Press [▼] or [▲] to display the desired Department ID → press [◀] or [▶] to display and view the desired page totals.

NOTE

Press and hold down [▼] or [▲] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

● **If you want to print the displayed list:**

❑ Press [Print List].

❑ Select the type of page count list that you want to print → press [Start Print].

NOTE

- To cancel printing, press [Cancel].
- To close the screen that is displayed while the machine is printing the Page Count List, press [Done].
- The counter information can be printed only if 11" x 17", LGL, LTR, or LTRR (plain, recycled, or color paper) is loaded in a paper source that is set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-33.)

4 Press [Done] → [OK].

NOTE

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Clearing Page Totals

You can clear the page totals for all departments or for specific departments.

1 Press (Additional Functions) → [System Settings] → [Dept. ID Management].

2 Press [On] → [Page Totals].

If necessary, see the screen shot is step 2 of "Checking and Printing Counter Information," on p. 6-15.

3 Press [Clear All Totals].

To clear one page total at a time by department, press [▼] or [▲] to display the desired department → select the department → press [Clear].

4 Press [Yes].

5 Press [Done] → [OK].

NOTE

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Accepting Print and Scan Jobs with Unknown IDs

You can specify whether to accept or reject print and network scan jobs from computers that do not correspond with a registered Department ID.

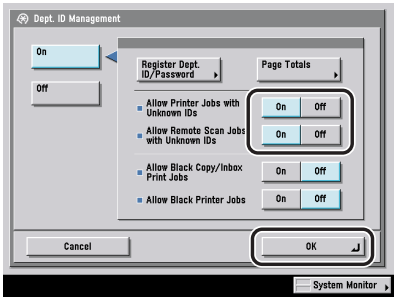
NOTE

<Allow Printer Jobs with Unknown IDs> is displayed only if the optional Color PCL Printer Kit (standard equipped with the Color imageRUNNER C3480i/C3080i), Color PS Printer Kit, or imagePASS (not available for the Color imageRUNNER C2550) is installed.

1 Press (Additional Functions) → [System Settings] → [Dept. ID Management].

2 Press [On].

3 Select [On] or [Off] → press [OK].



<Allow Printer Jobs with Unknown IDs>

[On]: The machine accepts print jobs from computers that do not correspond with a registered Department ID.

[Off]: The machine does not accept print jobs from computers that do not correspond with a registered Department ID

<Allow Remote Scan Jobs with Unknown IDs>

[On]: The machine accepts network scan jobs from computers that do not correspond with a registered Department ID.

[Off]: The machine does not accept network scan jobs from computers that do not correspond with a registered Department ID.

NOTE

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

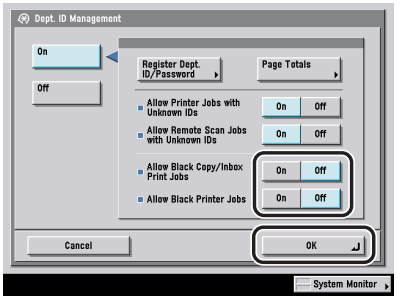
Accepting B&W Copy and Print Jobs without Entering a Department ID

The Allow Black Copy/Inbox Print Jobs and Allow Black Printer Jobs modes enable you to restrict the machine to accept only black-and-white print jobs, and reject color print jobs without entering a Department ID and password.

1 Press (Additional Functions) → [System Settings] → [Dept. ID Management].

2 Press [On].

3 Select [On] or [Off] → press [OK].



<Allow Black Copy/Inbox Print Jobs>

[On]: [Allow Black Copy/Black Inbox Print] appears on the Enter the Department ID and Password screen.

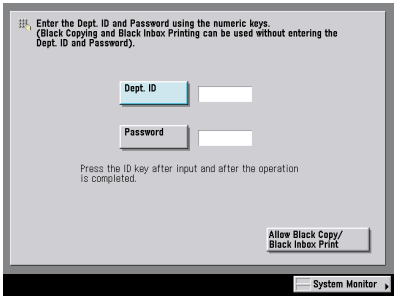
[Off]: [Allow Black Copy/Black Inbox Print] does not appear on the Enter the Department ID and Password screen.

<Allow Black Printer Jobs>

[On]: The machine accepts only black-and-white print jobs from computers that do not correspond with a registered Department ID.

[Off]: The machine does not accept black-and-white print jobs from computers that do not correspond with a registered Department ID.

If you set <Allow Black Copy/Inbox Print Jobs> to 'On', [Black Copy/Black Inbox Print] appears on the screen for entering the Department ID and password.


Enter the Dept. ID and Password using the numeric keys.
(Black Copying and Black Inbox Printing can be used without entering the Dept. ID and Password).
Dept. ID
Password
Press the ID key after input and after the operation is completed.
Allow Black Copy/ Black Inbox Print
System Monitor

To copy or print in black-and-white, press [Allow Black Copy/Black Inbox Print].

NOTE

- If you set <Allow Printer Jobs with Unknown IDs> to 'On', all print jobs are accepted. Therefore, the Allow Black Printer Jobs setting is ignored.
- To copy or print in the Auto-Color Select or Single Color mode, store an original in an inbox, send a document, or use any other function except black-and-white copying and printing, you must enter a Department ID and password.
- If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Remote UI

You can set whether to enable the Remote UI (User Interface) to operate the machine and change settings.

NOTE

For more information on the Remote UI, see the *Remote UI Guide*.

1 Press (Additional Functions) → [System Settings] → [Remote UI].

2 Select [On] or [Off].

Details of each item are shown below.

[On]: Settings can be specified and the machine can be operated through the Remote UI.

[Off]: Settings cannot be specified and the machine cannot be operated through the Remote UI.

● **If you select [On]:**

❑ Select [On] or [Off] for <Use SSL> → press [OK].

Use SSL (Secure Sockets Layer)

[On]: SSL is used to communicate.

[Off]: SSL is not used to communicate.

● **If you select [Off]:**

❑ Press [OK].

NOTE

- Before setting <Use SSL> to 'On', it is necessary to set a default key in Network Settings (from the Additional Functions screen). (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)
- The Remote UI is enabled only after you restart the machine (the main power switch is turned OFF, and then back ON). For instructions on restarting (turning the main power switch OFF and then ON) the machine, see "Main Power and Control Panel Power," on p. 1-14.
- Any changes made to <Use SSL> are also applied to <Use SSL> in <Use HTTP> in MEAP Settings in System Settings (from the Additional Functions screen).

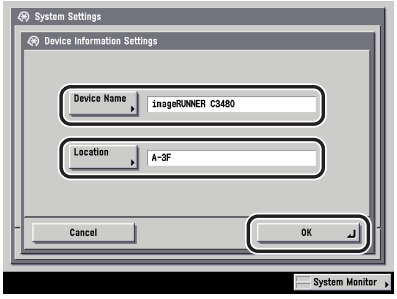
Device Information Settings

Device Information Settings enables you to set a name for the machine, and enter information regarding its location.

1 Press (Additional Functions) → [System Settings] → [Device Information Settings].

2 Enter the name and location of the machine.

- ❑ Press [Device Name] → enter the name of the machine → press [OK].
- ❑ Press [Location] → enter the place where the machine is located → press [OK].
- ❑ Press [OK].



NOTE

For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. 2-24.

Clearing the Message Board

The Message Board is a function used by the System Manager to display messages for users on the touch panel display. Message board settings are made from the Remote UI, but can be cleared from the main unit.

NOTE

For instructions on creating messages using the Remote UI, see Chapter 3, "Customizing Settings," in the *Remote UI Guide*.

1 Press (Additional Functions) → [System Settings] → [Clear Message Board].

2 Press [Yes].

Auto Online/Offline

To use the optional Network Scan function, the machine must be connected to a network, and must be separately switched online to the network. This section explains how to switch the machine online and offline to use the Network Scan function.

NOTE

For more information on the Network Scan function, see the *Color Network ScanGear User's Guide*.

Auto Online

If Auto Online is set to 'On', the machine automatically goes online when you press [Scan] on the Basic Features screen.

1 Press (Additional Functions) → [System Settings] → [Auto Online/Offline] → [Auto Online].

2 Select [On] or [Off] → press [OK].

Auto Offline

If the machine is connected to a network that is online, scanning is not possible with the Copy or Mail Box function. By setting Auto Offline to 'On', the machine automatically goes offline when the Auto Clear mode initiates.

1 Press (Additional Functions) → [System Settings] → [Auto Online/Offline] → [Auto Offline].

2 Select [On] or [Off] → press [OK].

NOTE

If Auto Offline is set to 'On', the machine automatically goes offline once the Auto Clear mode initiates. If the Auto Clear mode is not set (the Auto Clear Time is set to '0'), the machine automatically goes offline after approximately two minutes. (See "Auto Clear Time," on p. 4-64.)

Current Date and Time

Setting the current date and time is very important. The current date and time settings are used as standard timer settings for functions that require them.

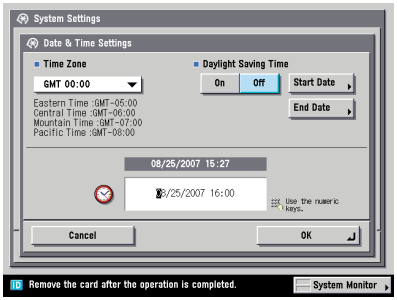
- GMT: The time at the Greenwich Observatory in England is called GMT (Greenwich Mean Time).
- Time Zone: The standard time zones of the world are expressed globally in terms of the difference in hours (± up to 12 hours) from GMT (± 0 hours). A time zone is a region throughout which this time difference is the same.
- Daylight Saving Time: In some countries, time is advanced throughout the summer season. The period in which this is applied is called "Daylight Saving Time."

NOTE

You can also specify to automatically synchronize the date and time with a server on the network from the Additional Functions screen. (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)

1 Press (Additional Functions) → [System Settings] → [Date & Time Settings].

2 Enter the current date (month, day, year) and time using ⓪ - ⑨ (numeric keys).



Enter the month and the day using four digits (including zeros).

Enter all four digits of the year, and the time in 24-hour notation, as four digits (including zeros) without a space.

Examples: May 6 → 0506

7:05 a.m. → 0705

11:18 p.m. → 2318

NOTE

If you make a mistake when entering values, press Ⓒ (Clear) → enter the values again, starting with the month.

● If you are setting the Time Zone:

❑ Press the Time Zone drop-down list → select the time zone in which the machine is located.

● If you are setting Daylight Saving Time:

❑ Press [On] → [Start Date].

❑ Select the month and day from the Month and Day drop-down lists, respectively.

❑ Press [-] or [+] to enter the time of day you want Daylight Saving Time to take effect → press [OK].

❑ Press [End Date] → select the month, day, and time at which Daylight Saving Time ends → press [OK].

NOTE

If you set Daylight Saving Time, the machine automatically sets the standard time of the machine one hour forward at the specified date and time.

3 **Press [OK].**

Limiting Functions When the Optional Security Key Is Turned OFF

You can restrict the use of the machine when the optional security key is turned to the OFF position.

NOTE

Limit Functions with the Security Key Off mode can be set only if the optional Key Switch Unit is installed.

1 Press (Additional Functions) → [System Settings] → [Limit Functions with the Security Key OFF].

2 Select [Partial Functions] or [All Functions] → press [OK].

Details of each item are shown below.

[Partial Functions]: The Copy, Mail Box, Send, Remote UI, report printing (user specified), and Network Scan functions are prohibited from use. Only printing from a computer and the printing of received documents are permitted.

[All Functions]: All of the machine's functions are prohibited from use.

License Registration

You must register a license key to enable optional modes and functions.

Each optional mode and function requires their own license key to be registered. There is no limit to the number of license keys that can be registered in the machine.

IMPORTANT

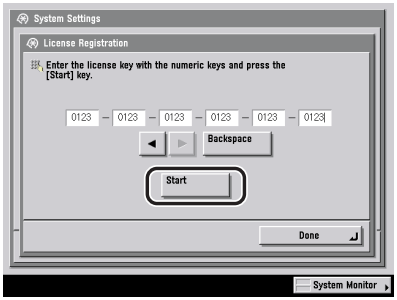
Some optional modes and functions require optional equipment to be installed in addition to obtaining and registering a license key. For more information, see "System Options," on p. 3-5, and "Available Combinations of Options," on p. 3-9.

NOTE

A license key can be obtained via a Web browser to access the license management system. Access the system by entering the following URL: http://www.canon.com/lms/license/. For more information on obtaining the license key, see the License Access Number Certificate and the License Registration Booklet included with the various optional kits.

1 Press (Additional Functions) → [System Settings] → [License Registration].

2 Enter the license key using ⓪ - ⑨ (numeric keys) → press [Start].

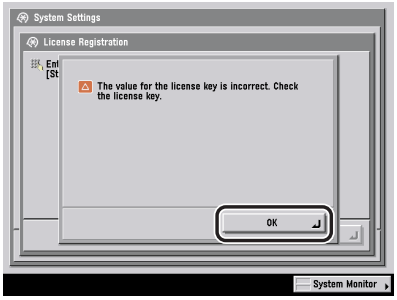

System Settings
License Registration
Enter the license key with the numeric keys and press the [Start] key.
0123 – 0123 – 0123 – 0123 – 0123 – 0123
Backspace
Start
Done
System Monitor

Details of each item are shown below.

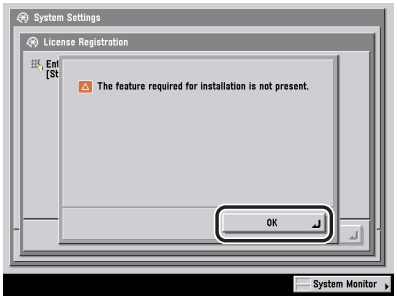
[◀][▶]: Press to move the cursor to the desired position.

[Backspace]: Press to delete the last number entered.

If the following screen is displayed, press [OK] → enter the correct license key.



If the following screen is displayed, the required optional equipment needed for license registration has not been installed. Press [OK] → install the required optional equipment or make sure that the required optional equipment is installed properly → try registering the license key again.



3 Press [OK].

IMPORTANT

The registered information is only enabled after you restart the machine (the main power switch is turned OFF, and then back ON). (See "Main Power and Control Panel Power," on p. 1-14.)

Setting System Monitor Screen Restrictions

You can set restrictions relating to the System Monitor screen.

IMPORTANT

- To access [User Management/Settings] from the SDL, set USE HTTP to 'On'.
- To manage user information for the Local Device Authentication system of SSO, set USE HTTP to 'On'.
- To change the SSO user authentication system to Domain Authentication, Domain Authentication + Local Device Authentication, or Local Device Authentication, set USE HTTP to 'On'.
- Use the Remote UI, set USE HTTP to 'On'.

Restricting Access to the System Monitor Screen

If you are using a login service, you can restrict access to the System Monitor screen.

1 Press (Additional Functions) → [System Settings] → [System Monitor Screen Restriction] → [Display Status Before Authentication].

2 Select [On] or [Off] → press [OK].

If the Display Status Before Authentication mode is set to 'Off':

✓: Displayed –: Not Displayed

Department ID Management or Log in Service, such as SSO and SDL	The System Monitor Screen	
	Print, Copy, Send, Fax, and Receive Status Screens	Device Status Screen
Before Logging In	–	✓
After Logging In	✓	✓

IMPORTANT

Even if you set the Display Status Before Authentication mode to 'Off', access to the System Monitor screen is only restricted if a login service is set.

Setting to Allow Secured Printing from the System Monitor Screen

You can set whether to allow secured printing from the System Monitor screen.

1 **Press (Additional Functions) → [System Settings] → [System Monitor Screen Restriction] → [Allow Secured Print from Print Status Screen].**

2 **Select [On] or [Off] → press [OK].**

Setting to Display Job Logs from the System Monitor Screen

You can set whether to display job logs from the System Monitor screen.

1 **Press (Additional Functions) → [System Settings] → [System Monitor Screen Restriction] → [Job Log Display].**

2 **Select [On] or [Off].**

Details of each item are shown below.

[On]: Job logs are displayed.

[Off]: Job logs are not displayed.

If [Off] is selected, the following items are not displayed/cannot be selected.

- On the System Monitor screen:
  [Details] and [Print List] on the Receive screen
  [Log] on the Copy, Send, Fax, and Print screens
- On the Print Job screen:
  [Log]

● **If you select [On]:**

❑ Press [OK].

● **If you select [Off]:**

❑ Select [Allow] or [Do Not Allow] for <Obtain Job Log From Management Software> → press [OK].

Obtain Job Log From Management Software

[Allow]: Permits collection of job logs using management software.

[Do Not Allow]: Does not permit collection of job logs using management software.

MEAP Settings

You can print information about installed MEAP applications.

Use HTTP Server

Set Use HTTP to 'On' to access this machine from a Web browser, and utilize the installed MEAP applications.

IMPORTANT

- To access [User Management/Settings] from the SDL, set USE HTTP to 'On'.
- To manage user information for the Local Device Authentication system of SSO, set USE HTTP to 'On'.
- To change the SSO user authentication system to Domain Authentication, Domain Authentication + Local Device Authentication, or Local Device Authentication, set USE HTTP to 'On'.
- To use the Remote UI, set USE HTTP to 'On'.

NOTE

- Set Use HTTP to 'On' if HTTP is required for MEAP functions and MEAP applications. To use HTTP for functions other than MEAP (e.g., the Remote UI), set Use HTTP in Network Settings (from the Additional Functions screen) to 'On'. (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)
- If you set Use HTTP in System Settings (from the Additional Functions screen) to 'On', the port number for MEAP functions and MEAP applications is automatically set to '8000'.

1 Press (Additional Functions) → [System Settings] → [MEAP Settings] → [Use HTTP].

2 Select [On] or [Off].

Details of each item are shown below.

[On]: An HTTP server is used.

[Off]: An HTTP server is not used.

● **If you select [On]:**

❑ Select [On] or [Off] for <Use SSL> → press [OK].

Use SSL (Secure Sockets Layer)

[On]: SSL is used to communicate.

[Off]: SSL is not used to communicate.

● **If you select [Off]:**

❑ Press [OK].

NOTE

- Before setting <Use SSL> to 'On', it is necessary to set a default key in Network Settings (from the Additional Functions screen). (See Chapter 3, "TCP/IP Network," in the *Network Guide*.)
- The Use HTTP mode is enabled only after you restart the machine (the main power switch is turned OFF, and then back ON). For instruction on restarting (turning the main power switch OFF and then ON) the machine, see "Main Power and Control Panel Power, " on p. 1-14.
- Any changes made to <Use SSL> are also applied to <Use SSL> in Remote UI in System Settings (from the Additional Functions screen).

Printing Installed Application Information

You can print the MEAP application information, as well as certain system application information.

NOTE

The information is printed as a report.

1 Press (Additional Functions) → [System Settings] → [MEAP Settings] → [Print System Information].

2 Press [Yes].

```
                          ***************************
                          *** System Information ***
                          ***************************

MEAP Contents : 00.73
MEAP Specifications : 5,6,7,9,10,11


Application Name : PortalService
Application ID/System Application Name : 0906ebfc-d39e-4149-9cc5-3caa528fcd03
Application Version : 2.0.0
Status : Active
Installed on : Tue Apr 14 15:53:24 GMT+09:00 2005
Vendor : Canon Inc.
License Status : Unnecessary
Maximum Memory Usage : 220
Registered Service : com.canon.meap.service.portalservice.PortalService
```

Items printed for each application are as follows:

- MEAP Contents: Prints the MEAP version.
- MEAP Specifications: Prints information regarding the MEAP function.
- Application Name: Prints the name of the application.
- Application ID/System Application Name: Prints the system application's file name or the Application ID of a standard application.
- Application Version: Prints the application's version number.
- Status: Prints the status of the application.
  - Installed: The application has been installed successfully.
  - Active: The application is running.
  - Stopped: The application is idle.
- Installed on: Prints the date and time the application was installed.
- Vendor: Prints the name of the application vendor.
- License Status: Prints the license status.
  - Installed: An effective license has been installed.
  - Invalid: The license is invalid.
  - Overlimit: The installed license has exceeded its user limit.
  - Unnecessary: You do not need a license to run the application.
- License Expires After: Prints the expiration date of the license. If License Status shows "Unnecessary" as its value, the expiration date is not printed.
- License Upper Limit: Prints the upper license limit for each counter. If License Status shows "Unnecessary" as its value, the upper license limit is not printed.
- Counter Value: Prints the current value for each counter. If License Status shows "Unnecessary" as its value, the current counter value is not printed.

- Maximum Memory Usage: Prints the maximum amount of memory that can be used by each application. The Maximum Memory Usage number is printed in kilobytes (KB).
- Registered Service: Prints the service registered on the MEAP framework from the application. The Registered Service is printed only if there is data that corresponds to it.

NOTE

- The printed items are subject to change, as we are constantly improving our products.
- In the sample printout, an application called "PortalService" is installed on the machine. This application can be installed using the MEAP Administration Software CD-ROM.

Copy Set Numbering Options

You can specify the detailed settings of the Copy Set Numbering mode for both the Copying and Mail Box functions. For instructions on using the Copy Set Numbering mode, see Chapter 4, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*.

1 Press (Additional Functions) → [System Settings] → [Copy Set Numbering Option Settings].

2 Select [On] or [Off] for <Copy Set Num. Op>.

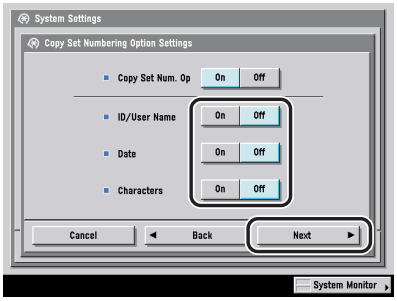
Details of each item are shown below.

[On]: [Full Surface] and [Numbers in 5 Locations] are grayed out, and cannot be selected on the Orientation and Position Settings screen when you set the Copy Set Numbering mode. The font sizes of the copy set numbers are as follows: [Small]: 10.5 point, [Medium]: 12 point, [Large]: 14 point

[Off]: [Full Surface] and [Numbers in 5 Locations] can be selected on the Orientation and Position Settings screen when you set the Copy Set Numbering mode. The font sizes of the copy set numbers are as follows: [Small]: 12 point, [Medium]: 24 point, [Large]: 36 point

● **If you select [On]:**

❑ Select [On] or [Off] for each of the items → press [Next].



ID/User Name

[On]: The Department ID is printed. If you are using a login service other than Department ID Management, the user name is printed instead.

[Off]: Only the user name is printed.

Date

[On]: The date is printed.

[Off]: The date is not printed.

Characters

[On]: User-defined text is printed.

[Off]: User-defined text is not printed.

❑ If you select [On] for <Date>, select the date format → press [Next].

If you select [Off] for <Date>, proceed to the next step.

❑ If you select [On] for <Characters>, press [Enter] → enter the text to print → press [OK] → [Next].

If you select [Off] for <Characters>, proceed to the next step.

If you have registered characters in Register Characters for Page No./ Watermark in Common Settings (from the Additional Functions screen), you can select the characters from the list.

❑ Select the way you would like to align the selected or entered characters on the page → press [OK].

● **If you select [Off]:**

❑ Press [OK].

Displaying the Remaining Toner Error Message

You can set the machine to display a message indicating that the remaining toner is low. This message is useful because it gives a user plenty of time to check their toner stock, and ensure the availability of replacement toner.

NOTE

For instructions on erasing the Display Remaining Toner Error Message screen, see "Erasing the Remaining Toner Error Message," on p. 4-62.

1 Press (Additional Functions) → [System Settings] → [Display Remaining Toner Error Message].

2 Select [On] or [Off] → press [OK].

Details of each item are shown below.

[On]: Displays a warning message indicating that the remaining toner is low. This message is displayed when the remaining amount of toner is less than 10%. You can clear the message screen by pressing [Done]; however, the message will be displayed every time the machine returns from the Sleep mode and Low-Power mode, until the toner cartridge is replaced.

[Off]: The warning message indicating that the remaining toner is low is not displayed.

Displaying the Current Department ID/User Name

If you are using a login service, you can display the Department ID or user name which is currently being used to log on to the machine in the Job/Print Status Display Area.

The item displayed for each login service is shown below:

Login Service	Item Displayed
Default Authentication	Department ID
SDL (Simple Device Login)	User Name
SSO (Single Sign-On)	User Name

1 Press (Additional Functions) → [System Settings] → [Display ID/User Name].

2 Select [On] or [Off] → press [OK].

IMPORTANT

If you set Display ID/User Name to 'On', and you are not using a login service, the Department ID/user name is not displayed.

USB Settings

This mode enables you to specify the USB settings.

NOTE

Changes are only effective after you restart the machine (the main power switch is turned OFF, and then back ON). For instruction on restarting (turning the main power switch OFF and then ON) the machine, see "Main Power and Control Panel Power, " on p. 1-14.

Using a USB Device

Set Use USB Device to 'On' to connect a computer with the machine via the USB port.

1. **Press (Additional Functions) → [System Settings] → [USB Settings] → [Use USB Device].**
2. **Select [On] or [Off] → press [OK].**

Using a USB Host

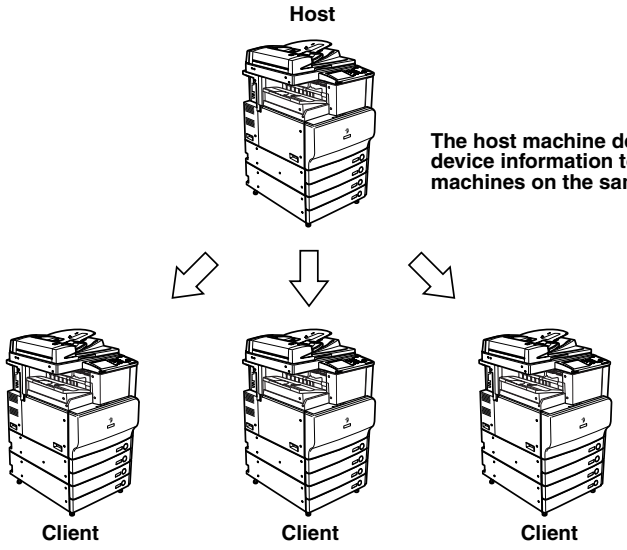
Set Use USB Host to 'On' to connect a host device with the machine via the USB port.

1. **Press (Additional Functions) → [System Settings] → [USB Settings] → [Use USB Host].**
2. **Select [On] or [Off] → press [OK].**

Specifying Device Information Delivery Settings

Registering device information in your machine enables you to set the machine to deliver the same device information to other machines that are connected to the same network. This enables you to easily manage multiple machines at the same time.

Your machine is capable of both sending and receiving device information, which can be delivered manually and automatically.



The following device information can be delivered:

Delivered Information	Contents	Notes
Address Book	The Address Book, forwarding settings, and favorites buttons	• All of the currently stored destinations are deleted, and then the destinations that are delivered are registered.
Department ID	System Manager and Department ID Management settings	• Only Department IDs existing in the client machines are deleted. • If an identical Department ID exists in the client machine, its password and set counter limits are overwritten. Counter values, however, are not overwritten. • If a Department ID exists in the host machine, but not in the client machine, the Department ID, password, and set counter limits from the host machine are added to the client machine. Counter values are also added and reset. • If the optional Card Reader-C1 is attached to the host machine and is not attached to the client machine, or vice versa, only System Manager Settings are delivered.
Printer Settings	Printer Settings	• Some Additional Functions settings are not delivered. For more information, see the *PS/PCL/UFR II Printer Guide*.
Additional Functions Settings Value	Settings made from the Additional Functions screen (excluding the above settings)	• Some Additional Functions settings are not delivered. For more information, see "Additional Functions Settings Table," on p. 4-6. • Information for inboxes set with a password is not delivered. Information for inboxes set with a password in the client machine is not overwritten. • If you do not deliver Additional Functions settings and the Address Book at the same time, the settings in URL Send Settings in Mail Box Settings (from the Additional Functions screen) may be erased.

Delivered Information	Contents	Notes
Paper Information	Importing and exporting of the Paper Type Management Settings	• The user-defined paper types that are already stored are delivered. Upon exporting, the user-defined paper information is duplicated and delivered. Upon importing, the user-defined paper types that are already stored are overwritten by the paper information.

CAUTION

Preparing for delivery and updating the information after it is received may take several minutes. Do not turn the main power OFF until these operations are complete. Doing so may result in loss of data or damage to the data.

IMPORTANT

- Device information can be shared between machines of the same model (Color imageRUNNER C3480/C3480i/C3080/C3080i/C2550), and which have the Device Information Delivery Settings mode. However, some information may not be delivered correctly depending on the optional equipment that is attached to the machines.
- If [Restrictions for Receiving Device Info.] under <Receiving Settings> is set to 'Off' in System Settings (from the Additional Functions screen), device information can be delivered from different machine models; however, some information may not be delivered correctly. (See "Restricting the Reception of Device Information," on p. 6-57.)
- Device information cannot be delivered if the System Manager ID and System Password registered in the client machine differs from the System Manager ID and System Password registered in the host machine.
- Printer settings can only be delivered if the same printer kit has been activated for both the client and host machine.

NOTE

Unique machine information, such as the IP address, is not delivered.

Registering/Deleting/Printing Delivery Destinations

You can register, confirm, and delete delivery destinations.

NOTE

The maximum number of destinations you can register is 100.

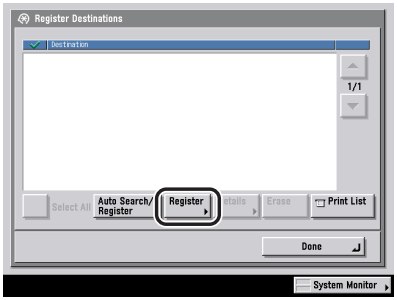
Registering Delivery Destinations

1 Press (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Register Destinations] under <Transmitting Settings>.

2 Register a destination.

● **To manually register a destination:**

❑ Press [Register].



❑ Enter the IP address of the destination or FQDN (Fully Qualified Domain Name) (i.e., starfish.organization.company.com) → press [OK].

NOTE

- For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. 2-24.
- If any of the following is true for the destination machine, a message <Could not retrieve information for the device to register. Register as a destination?> is displayed. If you press [Yes], <Deliverable Settings> on the Details screen will be blank.
  - The main power is turned OFF
  - The destination machine is not connected to the network
  - Every function in Receive Restriction for Each Function under <Receiving Settings> in Device Information Delivery Settings is set to 'On'

● **To automatically search for destinations:**

❑ Press [Auto Search/Register].

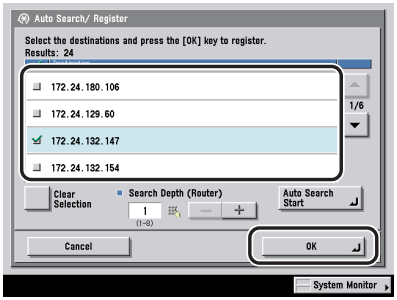
❑ Press [Auto Search Start].

Press [-] or [+] to set the search depth (how many routers to search).

NOTE

- Since searching uses SLP (Service Location Protocol), machines behind a router will not be detected if the router is set to restrict passing with the SLP protocol.
- If any of the following is true for the destination machine, you cannot search the destination.
  - The main power is turned OFF
  - The destination machine is not connected to the network
  - Every function in Receive Restriction for Each Function under <Receiving Settings> in Device Information Delivery Settings is set to 'On'

❑ Select the destination → press [OK].



To select all of the destinations, press [Select All]. However, if a destination is selected, this key changes to [Clear Selection].

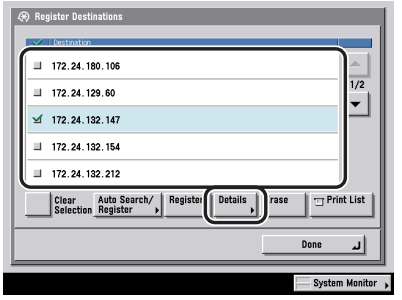
NOTE

- You can cancel a selection by selecting the destination again.
- To cancel all destinations, press [Clear Selection]. ([Clear Selection] changes to [Select All].)

3 Press [Done].

1 **Press (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Register Destinations] under <Transmitting Settings>.**

2 **Select the destination whose settings you want to confirm → press [Details].**



3 **Confirm the settings → press [OK].**

If you have changed the destination machine's settings in Receive Restriction for Each Function under <Receiving Settings> in Device Information Delivery Settings, press [Get Information] to update the destination machine's information.

NOTE

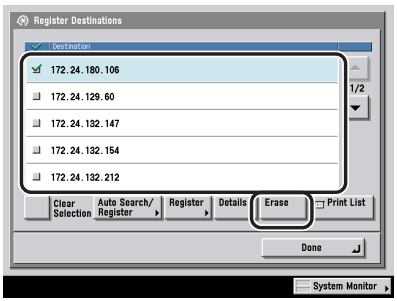
If any of the following is true for the destination machine whose settings you want to confirm, <Deliverable Settings> on the Details screen will be blank.

- The main power is turned OFF
- The destination machine is not connected to the network
- Every function in Receive Restriction for Each Function under <Receiving Settings> in Device Information Delivery Settings is set to 'On'

Deleting a Delivery Destination

1 **Press (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Register Destinations] under <Transmitting Settings>.**

2 **Select the destination that you want to erase → press [Erase].**



To select all destinations, press [Select All]. However, if a destination is selected, this key changes to [Clear Selection].

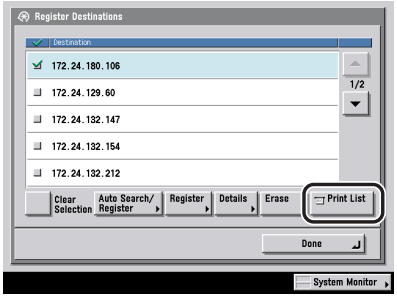
NOTE

- You can cancel a selection by selecting the destination again.
- To cancel all destinations, press [Clear Selection]. ([Clear Selection] changes to [Select All].)

3 **Press [Yes].**

1 **Press (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Register Destinations] under <Transmitting Settings>.**

2 **Press [Print List].**



NOTE

The delivery destination list can be printed only if 11" x 17", LGL, LTR, or LTRR (plain, recycled, or color paper) is loaded in a paper source that is set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-33.)

3 **Press [Yes].**

Setting Automatic Delivery

You can set to automatically deliver device information at a specified time. You can also select which information to deliver.

IMPORTANT

- When delivering device information, the following machines will not update their information:
  - Machines which are processing a send job
  - Machines importing or exporting data via the Remote UI
  - Machines which are executing functions from the Additional Functions screen
- In addition to the above, machines which are having their address books accessed or are sending a job will not update their address books, and machines performing a print job will not update their Printer Settings.
- Machines which could not receive device information because of a power failure or network trouble, will not receive updated information until the first automatic update after the machine recovers.

NOTE

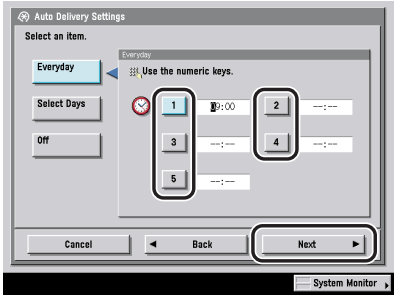
Device information is not delivered if the machine goes into the Shutdown mode, even if an automatic delivery time is set.

1 Press (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Auto Delivery Settings] under <Transmitting Settings>.

2 Select [Everyday], [Select Days], or [Off].

● If you select [Everyday]:

❑ Select a number ([1] to [5]) → enter the start time using ⓪ - ⑨ (numeric keys) → press [Next].



You can store up to five different start times.

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples: 7:05 a.m. → 0705

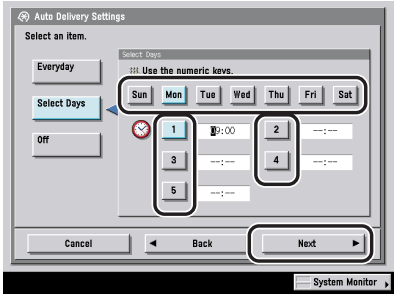
11:18 p.m. → 2318

If you make a mistake when entering the time, press Ⓒ (Clear) to clear your entry → enter another four digit number.

● If you select [Select Days]:

❑ Select a day of the week ([Sun] to [Sat]) → select a number ([1] to [5]).

❑ Enter the start time using ⓪ - ⑨ (numeric keys) → press [Next].



You can store up to five different start times for each day of the week.

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples: 7:05 a.m. → 0705

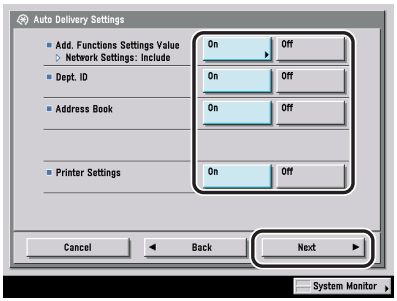
11:18 p.m. → 2318

If you make a mistake when entering the time, press Ⓒ (Clear) to clear your entry → enter another four digit number.

● **If you select [Off]:**

❑ Press [OK].

3 Select which device information you want to deliver → press [Next].



Details of each item are shown below.

[On]: The machine will deliver the selected device information.

[Off]: The machine will not deliver the selected device information.

<Network Settings>:

Available when [On] is selected for <Add. Functions Settings Value>. Select [Include] to deliver the network settings, or [Exclude] to not deliver the network settings → press [Done].

NOTE

If the optional imagePASS is attached, <Network Settings> is always set to 'Exclude'.

4 Select the destinations → press [OK].

Setting Manual Delivery

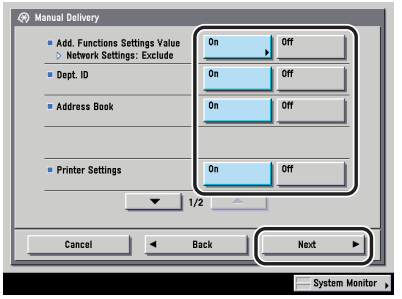
You can set to manually deliver device information.

IMPORTANT

- When delivering device information, the following machines will not update their information:
  - Machines which are processing a send job
  - Machines importing or exporting data via the Remote UI
  - Machines which are executing functions from the Additional Functions screen
- In addition to the above, machines which are having their address books accessed or are sending a job will not update their address books, and machines performing a print job will not update their Printer Settings.

1 Press (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Manual Delivery] under <Transmitting Settings>.

2 Select which device information you want to deliver → press [Next].



Details of each item are shown below.

[On]: The machine delivers the selected device information.

[Off]: The machine does not deliver the selected device information.

<Network Settings>:

Available when [On] is selected for <Add. Functions Settings Value>. Select [Include] to deliver the network settings, or [Exclude] to not deliver the network settings → press [Done].

NOTE

If the optional imagePASS is attached, <Network Settings> is always set to 'Exclude'.

3 Select the destinations → press [Manual delivery Start].

NOTE

Even if you press [Cancel] on the delivery in progress screen, delivery will not be canceled for machines to which information has already been delivered. Delivery to the next selected machine will be canceled.

4 When delivery is complete, confirm the delivery results displayed in the <Status> column on the Manual Delivery screen.

Restricting the Reception of Device Information

You can set whether to receive delivered device information from other model machines, besides the Color imageRUNNER C3480/C3480i/C3080/C3080i/C2550, which have the Device Information Delivery Settings mode.

1 Press (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Restrictions for Receiving Device Info.] under <Receiving Settings>.

2 Select [On] or [Off] → press [OK].

Details of each item are shown below.

[On]: Device information can only be delivered from other Color imageRUNNER C3480/C3480i/C3080/C3080i/C2550 machines with the Device Information Delivery Settings mode.

[Off]: Device information can be delivered from different machine models.

Restoring Device Information

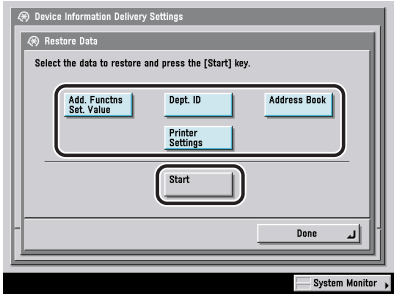
You can restore device information to what it was before it was updated. This is useful when you have accidentally updated the device information.

NOTE

You can return device information only to what it was at the time of the very last update.

1 Press (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Restore Data] under <Receiving Settings>.

2 Select the information to restore → press [Start].



IMPORTANT

- If you do not restore the Additional Functions settings and the Address Book at the same time, the URL Send Settings in Mail Box Settings (from the Additional Functions screen) may be erased.
- You cannot restore the settings of optional Workflow Composer to what they were before the device information was updated.

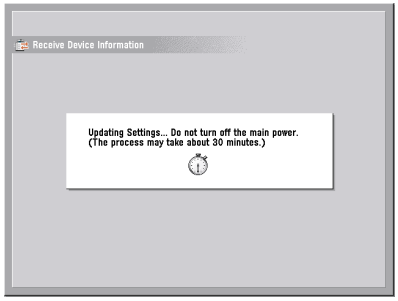
3 Press [Yes].

Restricting the Type of Information That Is Updated

You can restrict the type of device information that is received and updated.

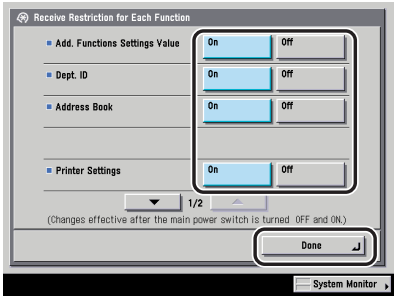
IMPORTANT

While receiving and updating device information, the screen indicating that the settings are being updated is displayed. Operations on this machine cannot be performed until the update completes.



1 Press (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Receive Restriction for Each Function] under <Receiving Settings>.

2 Select [On] or [Off] next to the functions you want to restrict → press [Done].



Details of each item are shown below.

[On]: The machine is restricted, and does not update the selected device information.

[Off]: The machine is not restricted, and updates the device information.

NOTE

- Before setting <Add. Functions Settings Value>, <Dept. ID>, or <Address Book> to 'Off', it is necessary to set a default key in Network Settings (from the Additional Functions screen). (See Chapter 3, "TCP/IP Network," in the *Network Guide*.)
- Changes are only effective after you restart the machine (the main power switch is turned OFF, and then back ON). For instructions on restarting (turning the main power switch OFF and then ON) the machine, see "Main Power and Control Panel Power," on p. 1-14.

Checking/Printing the Communication Log

You can check and print the following information on the Communication log: Start time, destination address, delivery result, end time, data content, and end code.

Checking the Communication Log

1 Press (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Communication Log].

2 Check the communication logs → press [Done].

NOTE

To view the detailed information of a communication log, select the log → press [Details].

Printing the Communication Log

NOTE

For details on the Device Information Communication Log, see "Device Information Communication Log Report," on p. 9-5.

1 Press (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Communication Log].

2 Press [Print List].

If you want to print the list automatically at a specified time, press [Report Settings].

● **If you select [Report Settings]:**

❑ Specify the desired print settings → press [OK].

Auto Print

[On]: The communication log is automatically printed when the number of send and receive transmissions reaches 100.

[Off]: The communication log is not printed automatically.

Daily Activity Report Time

If you select [On], enter the time using ⓪ - ⑨ (numeric keys).

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples: 7:05 a.m. → 0705

11:18 p.m. → 2318

If you make a mistake when entering the time, press ⓒ (Clear) to clear your entry → enter another four digit number.

If the number of send and receive transmissions exceed 100 before the specified Auto Print time is reached, a communication log of the most recent 100 transmissions is printed.

[Separate Report Type]

If you want to print the delivery and receive logs separately, press [Separate Report Type].

NOTE

The communication log can be printed only if 11" x 17", LGL, LTR, or LTRR (plain, recycled, or color paper) is loaded in a paper source that is set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-33.)

3 Press [Yes].

Initializing All Data/Settings

This mode enables you to erase the following data stored in the machine. It is not normally necessary to use this mode, but it is useful to erase personal or confidential information when returning or disposing of the machine.

- Data stored in inboxes
- Address data stored in the Address Book
- Scan settings registered for the Sending function
- Mode Memory settings registered for the Copy or Mail Box function
- MEAP applications and license files
- Data saved from MEAP applications
- The password for the SMS (Service Management Service) login service of MEAP (If you changed the password, it returns to the default password.)
- User authentication information registered in SDL (Simple Device Login)
- User authentication information registered in the Local Device Authentication system of SSO (Single Sign-On)
- Unsent documents (reserved documents and documents set with the Delayed Send mode)
- Job history
- Additional Functions settings
- Forms registered for the Image Composition mode
- Registered forwarding settings
- Key Pair and Server Certificate registered in Certificate Settings in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen)

CAUTION

- **Before initiating the Initialize All Data/Settings mode, make sure that the data you are erasing is completely unnecessary. Note that Canon will not be liable for any damages resulting from the loss of data.**
- **If the optional Card Reader-C1 is attached to the machine, and does not operate properly after initializing the data, contact your local authorized Canon dealer.**

IMPORTANT

- To prevent other users from accidentally erasing all the data on the hard disk, it is recommended to register a System Manager ID and System Password so that only the System Manager can perform this procedure.
- Confirm that there are no current jobs being processed before using the Initialize All Data/Settings mode.
- Make sure to back up necessary data before you erase the data. For information on the data that can be backed up, see "Backing Up Data," on p. 1-9.
- You cannot access the machine while the hard disk is being initialized.
- The Initialize All Data/Settings mode does not delete any data the machine has stored on a server or computer.

1 Press (Additional Functions) → [System Settings] → [Initialize All Data/Settings].

2 Press [Yes].

It may take more than 30 minutes to initialize the hard disk.

IMPORTANT

If there are any current jobs being processed, they will be canceled, and then erased.

3 After the hard disk is initialized, press the main power switch to the "⏻" side.

IMPORTANT

After the hard disk is initialized, and the printed colors are different from the colors printed before the hard disk is initialized, perform [Full Adjust] in Automatic Gradation Adjustment. For more information, see "Automatic Gradation Adjustment," on p. 4-68.

Setting the Display Method When Entering a Password

You can set whether to display asterisks when entering confidential information, such as a password.

NOTE

When the information is being displayed as asterisks, a screen prompting the user to re-enter the information for confirmation purposes is displayed.

1 Press (Additional Functions) → [System Settings] → [Use Asterisks to Enter Access No./Passwords].

2 Select [On] or [Off].

Details of each item are shown below.

[On]: When registering confidential information, it will be displayed as asterisks.

[Off]: When registering confidential information, it will be displayed directly on the screen.

Setting the Secure Watermark Mode

You can select whether to set the Secure Watermark function for each copy job, print job, and print jobs from printer drivers, if performing such jobs with the Secure Watermark function always set. For more information on the Secure Watermark function, see Chapter 4, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*.

NOTE

Secure Watermark Mode is displayed only if the optional Secure Watermark is activated.

Forced Secure Watermark

Forced Secure Watermark enables you to set the machine to always print the specified hidden watermark on prints and copies.

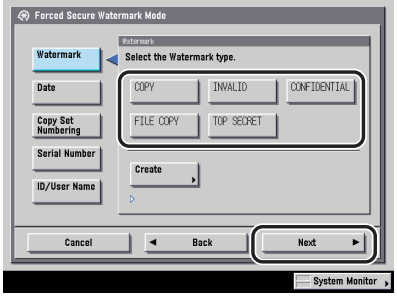
1 **Press (Additional Functions) → [System Settings] → [Secure Watermark Mode] → [Forced Secure Watermark].**

2 **Press [Set] for the desired function.**

3 Select the type of secure watermark to embed (Watermark, Date, Copy Set Numbering, Serial Number, or ID/User Name).

● **If you select [Watermark]:**

❑ Select a preset watermark → press [Next].



● **If you select [Watermark] → [Create]:**

❑ Press [Enter] → enter the desired text → press [OK] → [OK] → [Next].

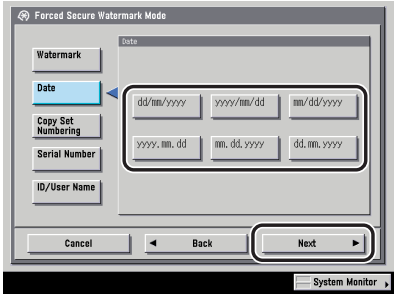
If you have registered characters in Register Characters for Page No./ Watermark in Common Settings (from the Additional Functions screen), you can select the characters from the list.

NOTE

For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. 2-24.

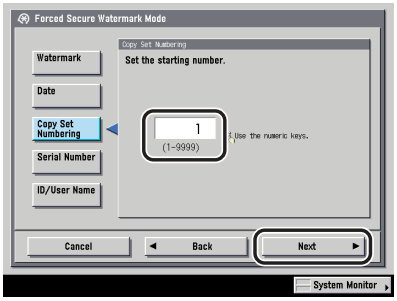
● **If you select [Date]:**

❑ Select the date format → press [Next].



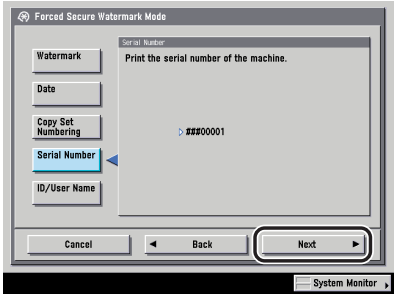
● **If you select [Copy Set Numbering]:**

❑ Enter the starting number using ⓪ - ⑨ (numeric keys) → press [Next].



● **If you select [Serial Number]:**

❑ Press [Next].



NOTE

The serial number that is displayed in the Job/Print Status Display Area when you press ◎ (Counter Check) on the control panel is printed.

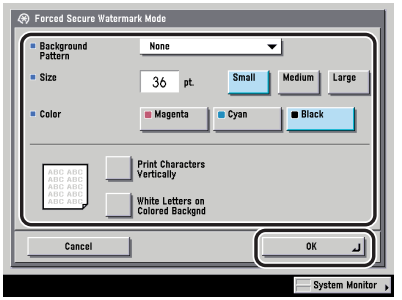
● **If you select [ID/User Name]:**

❑ Press [Next].

NOTE

- If you are using a login service, the name of the Department ID/User logged in is printed.
- If you are not using a login service, the "COPY" watermark is printed.

4 **Select the background pattern → select the size and color of the text → press [OK].**



To print a pattern on the background of a copy, select the background pattern from the Background Pattern drop-down list.

You can select [Small] (36 pt.), [Medium] (54 pt.), or [Large] (72 pt.) for the size of the text.

To print the characters vertically across the page, press [Print Characters Vertically].

To use white letters on a colored background, press [White Letters on Colored Backgnd].

Printer Driver Secure Watermark

If you set the Printer Driver Secure Watermark mode, you can select whether to set the Secure Watermark function for each job.

NOTE

If both Forced Secure Watermark and Printer Driver Secure Watermark are set at the same time, Forced Secure Watermark is given priority.

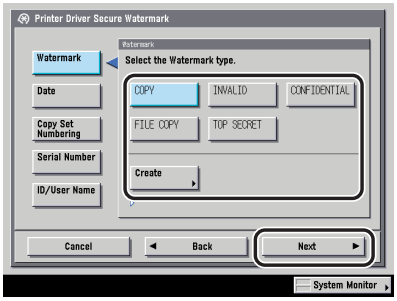
1 **(Additional Functions) → [System Settings] → [Secure Watermark Mode] → [Printer Driver Secure Watermark].**

2 **Press [Set].**

3 **Select the type of secure watermark to embed (Watermark, Date, Copy Set Numbering, Serial Number, or ID/User Name).**

● **If you select [Watermark]:**

❑ Select a preset watermark → press [Next].



● **If you select [Watermark] → [Create]:**

❑ Press [Enter] → enter the desired text → press [OK] → [OK] → [Next].

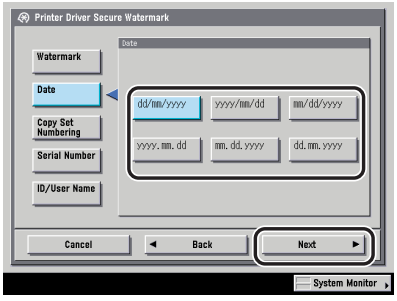
If you have registered characters in Register Characters for Page No./ Watermark in Common Settings (from the Additional Functions screen), you can select the characters from the list.

NOTE

For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. 2-24.

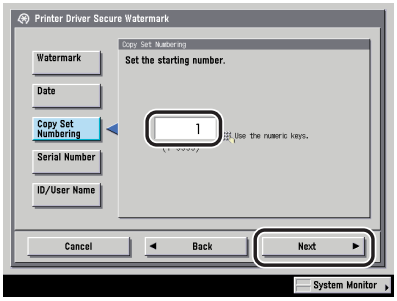
● **If you select [Date]:**

❑ Select the date format → press [Next].



● **If you select [Copy Set Numbering]:**

❑ Enter the starting number using ⓪ - ⑨ (numeric keys) → press [Next].

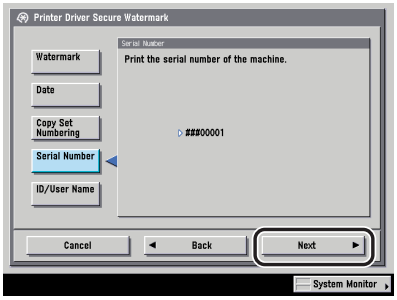


● **If you select [Serial Number]:**

❑ Press [Next].

NOTE

The serial number that is displayed in the Job/Print Status Display Area when you press ◎ (Counter Check) on the control panel is printed.



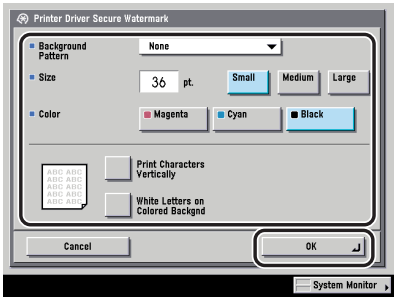
● **If you select [ID/User Name]**

❑ Press [Next].

NOTE

- If you are using a login service, the name of the Department ID/User logged in is printed.
- If you are not using a login service, the "COPY" watermark is printed.

4 Select the background pattern → select the size and color of the text → press [OK].



To print a pattern on the background of a copy, select the background pattern from the Background Pattern drop-down list.

You can select [Small] (36 pt.), [Medium] (54 pt.), or [Large] (72 pt.) for the size of the text.

To print the characters vertically across the page, press [Print Characters Vertically].

To use white letters on a colored background, press [White Letters on Colored Backgnd].

Specifying Encrypted Secured Printing Settings

You can specify settings relating to encrypted secured printing.

NOTE

Encrypted Print Settings can be set only if the Encrypted Secure Print Software is activated.

Setting to Receive Only Encrypted Secured Print Jobs

You can set the machine to only receive encrypted secured print jobs from computers.

1. **Press (Additional Functions) → [System Settings] → [Encrypted Print Settings] → [Only Allow Encrypted Print Jobs].**

2. **Select [On] or [Off] → press [OK].**

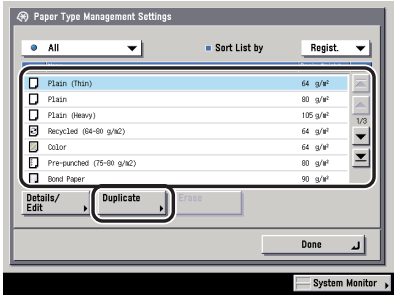
Storing/Editing Irregular Paper Types

You can register up to 200 paper types with new names other than the default paper types registered in the machine. You can register a paper type by editing the name after duplicating the closest paper type from a registered paper type.

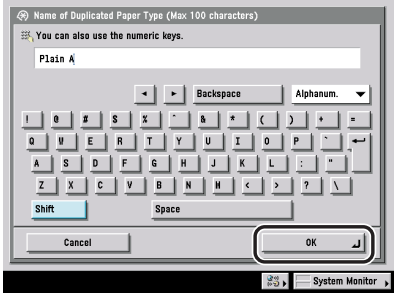
Storing Irregular Paper Types

1 **Press (Additional Functions) → [System Settings] → [Paper Type Management Settings].**

2 **Select from the list a paper type that has closely resembling characteristics to the paper type you are going to register → press [Duplicate].**



3 **Enter a name → press [OK].**



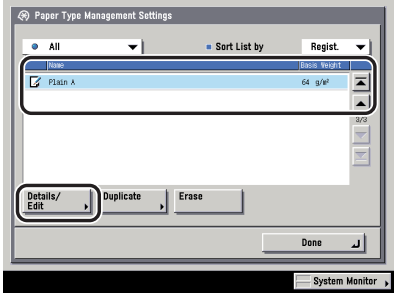
NOTE

You cannot register a paper type with the same name as a default paper type.

Editing Irregular Paper Types

1 Press (Additional Functions) → [System Settings] → [Paper Type Management Settings].

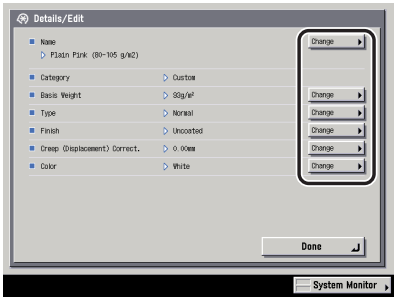
2 Select a paper type that you have registered from the list → press [Details/Edit].



NOTE

- The icons displayed for irregular paper types indicate the following:
  : A paper type registered by pressing [Duplicate] without its settings changed.
  : A paper type registered by pressing [Duplicate], with its settings changed.
- You can press the drop-down list to select the paper types to display.
  [All]: Select to display both default paper types and irregular paper types.
  [Standard]: Select to display only default paper types.
  [Custom]: Select to display only irregular paper types.
- You can use the Sort List by drop-down list to sort the list according to the order the paper types were registered, the names of the paper types, or the weight of the paper types.

3 Press [Change] for the item that you want to change → change the settings → press [OK].

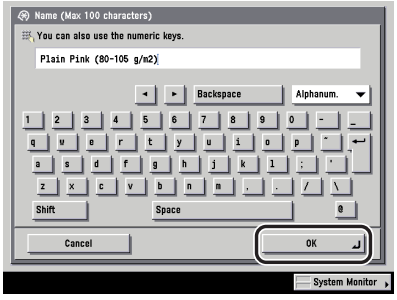


NOTE

You cannot change the settings of the default paper types.

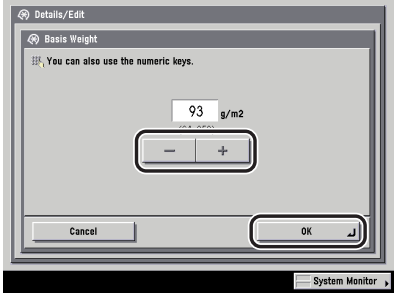
● If you want to change the paper type's name:

❑ Enter a name → press [OK].



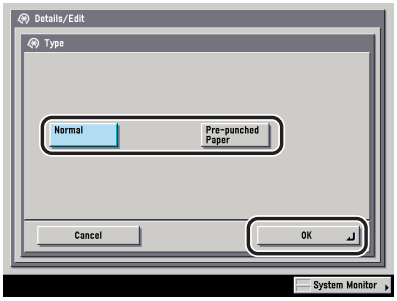
● If you want to change the basis weight:

❑ Press [-] or [+] to set the paper weight → press [OK].



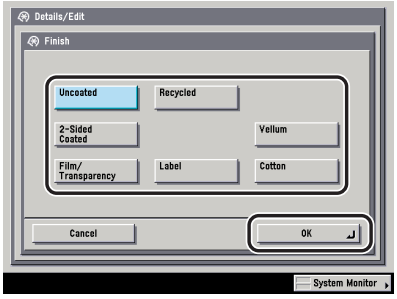
● **If you want to change the paper type:**

❑ Select the paper type → press [OK].



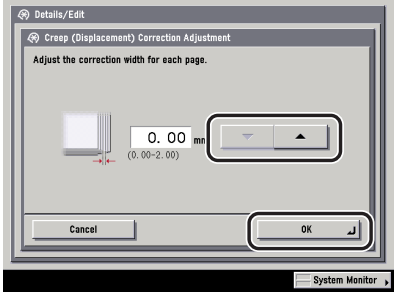
● **If you want to change the paper's finishing type:**

❑ Select the paper's finishing type → press [OK].



● **If you want to adjust the creep (displacement) correction:**

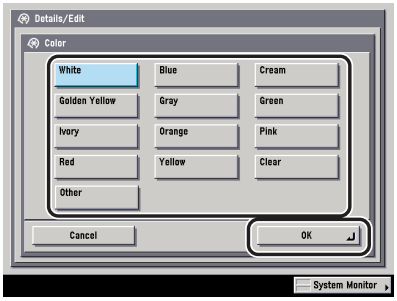
❑ Press [▼] or [▲] to adjust the correction width → press [OK].



You can set or change the correction width for each page and paper type when the Booklet mode is set. The value you set here becomes the default correction witdth when the selected paper type is used for saddle stitching with automatic creep (displacement) correction.

● **If you want to change the color:**

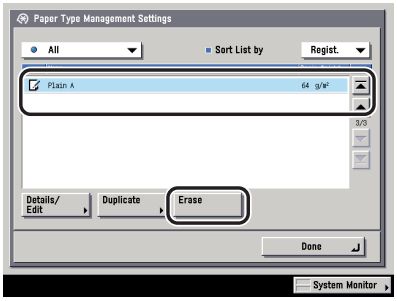
❑ Select the paper color → press [OK].



Erasing Irregular Paper Types

1 **Press (Additional Functions) → [System Settings] → [Paper Type Management Settings].**

2 **Select a paper type that you have registered from the list → press [Erase].**



IMPORTANT

Confirm the contents to be erased.

3 **Press [Yes].**

Detecting and Installing Drivers that Support Functions Specified on the Machine into Your Computer

From the machine, you can specify functions suitable for the fax board or printer kit installed in the machine. From your computer, you can detect and install drivers that are compatible with the specified functions.

IMPORTANT

- The PDL Selection (PnP) function is displayed only when one of the following cases is true.
  - When either of the PCL or PS printer functions is available for use.
  - When the optional fax board is installed.
- If the desired driver is not in your computer, detection and installation cannot be performed.

1 Press (Additional Functions) → [System Settings] → [PDL Selection (PnP)].

2 Select the button for the function that is applicable to Plug and Play settings → press [OK].

The displayed function buttons may differ, depending on the optional equipment that is attached.

Specifying Settings for All User Inboxes

You can specify settings for the time until documents in all of the user inboxes are erased automatically, as well as whether to print upon storing from the printer driver.

IMPORTANT

- If these settings have been previously specified for individual user inboxes, the settings set in [Settings for All User Inboxes] are given priority, regardless of password settings for each user inbox.
- If settings for individual user inboxes are changed after specifying settings in [Setting for All User Inboxes], the settings for each individual user inbox are given priority.

Setting the Time until Documents Are Automatically Erased

You can specify the time until the documents in user inboxes are automatically erased.

1 Press (Additional Functions) → [System Settings] → [Settings for All User Inboxes] → [Time until Document Auto Erase].

2 Press [▼] or [▲] to set the time until documents are automatically erased → press [OK].

Printing upon Storing from the Printer Driver

When storing documents from a computer into a user inbox, you can set whether to print the result of the storing process. Select [On] to print the results.

1 **Press (Additional Functions) → [System Settings] → [Settings for All User Inboxes] → [Print Upon Storing From the Printer Driver].**

2 **Select [On] or [Off] → press [OK].**

Restricting Printer Jobs

You can specify whether to restrict printer jobs so that they can only be stored in user inboxes.

1 Press [Additional Functions] → [System Settings] → [Restrict Printer Jobs].

2 Select [On] or [Off] → press [OK].

Details of each item are shown below.

[On]: Restricts jobs from printer drivers.
Jobs can only be stored in user inboxes.

[Off]: There are no restrictions for jobs from printer drivers.
Jobs can be stored in user inboxes and/or can be printed.

Restricting the Color Mode of Copy Jobs

You can set restrictions for the color mode of copy jobs.

Restricting Use of Auto-Color Select

You can restrict the use of the color mode (Auto-Color Select).

1. **Press (Additional Functions) → [System Settings] → [Color Mode for Copy] → [Use Auto-Color Select].**

2. **Select [On] or [Off] → press [OK].**

Restricting the Use of Full Color

You can restrict the use of the color mode (Full Color).

1. **Press (Additional Functions) → [System Settings] → [Color Mode for Copy] → [Use Full Color].**

2. **Select [On] or [Off] → press [OK].**

Routine Maintenance

CHAPTER 7

This chapter describes how to load paper, perform routine cleaning operations, and replace consumables, such as toner and staple cartridges.

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Paper Drawers

This section describes how to load paper into the paper drawers.

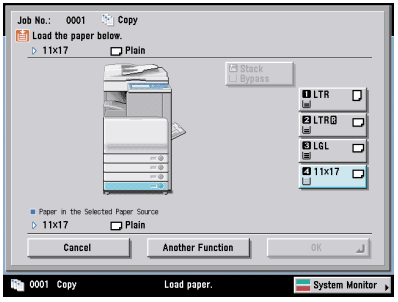
NOTE

- The following paper sizes can be loaded into Paper Drawers 1, 2, 3, and 4.
  - Paper Drawer 1: LGL, LTR, LTRR, STMTR, EXEC, and envelopes
  - Paper Drawers 2, 3, and 4: 12" x 18", 11" x 17", LGL, LTR, LTRR, STMTR, and EXEC
  - Envelopes can be loaded into Paper Drawer 1 only if the optional Envelope Feeder Attachment-C2 is attached.
  - Paper Drawers 3 and 4 can be used only if the optional Cassette Feeding Unit-Y3 is attached.
- For more information on available paper stock that can be loaded into the paper drawers, see "Available Paper Stock," on p. 2-57.

Loading Paper

If the selected paper runs out, or the selected paper drawer runs out of paper during printing, a screen prompting you to load paper appears on the touch panel display.

Follow the procedure below to load paper into the paper drawers.



CAUTION

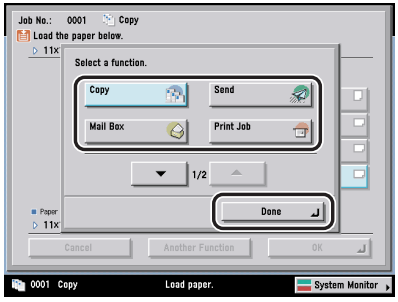
When loading paper, take care not to cut your hands on the edges of the paper.

IMPORTANT

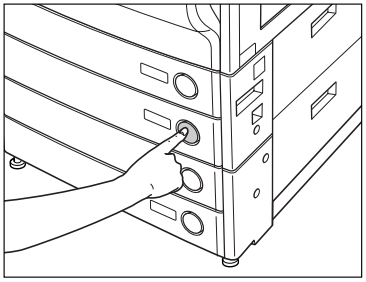
- A screen prompting you to load paper also appears if the selected paper drawer is not fully inserted into the machine. Make sure that the paper drawer is properly in place.
- Do not load envelopes and nonstandard paper sizes into the paper drawers.
- Do not load the following types of paper into the paper drawers. Doing so may cause a paper jam.
  - Severely curled or wrinkled paper
  - Thin straw paper
  - Heavy 2 paper 65 to 80 lb cover (164 to 220 g/m^2)
  - Paper which has been printed on using a thermal transfer printer (Do not print on the reverse side of this paper either.)
- Fan the stack of paper well before loading it, and align the edges of the paper stack on a flat surface.
- Never place paper or any other items in the empty part of the drawer next to the paper stack. Doing so may cause paper jams.

NOTE

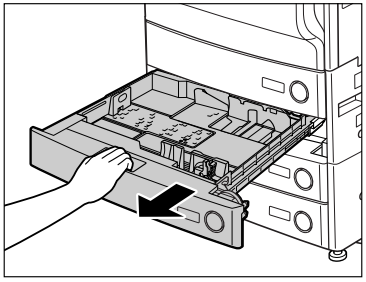
- If a message prompting you to load paper appears during printing, the remaining prints are automatically made after you load the correct paper. If you select another paper drawer, the remaining prints are made after you press [OK].
- To cancel printing, press [Cancel].
- To use another available function, press [Another Function] → select [Copy], [Send], [Mail Box], [Print Job], or [Scan] → press [Done].



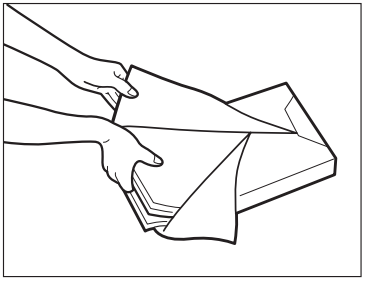
1 **Press and release the button on the paper drawer in which you want to load paper.**



2 **Grip the handle, and pull out the paper drawer until it stops.**



3 **Open a package of paper, and remove the paper stack.**



CAUTION

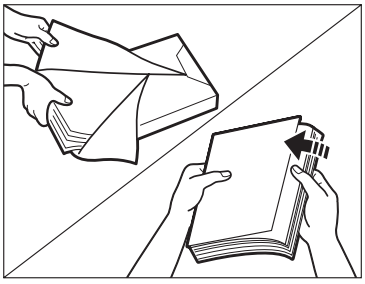
When loading paper, take care not to cut your hands on the edges of the paper.

IMPORTANT

Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.

NOTE

- For high-quality printouts, use paper recommended by Canon.
- Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding. Also, you should always fan paper that has just been removed from a newly opened paper package.

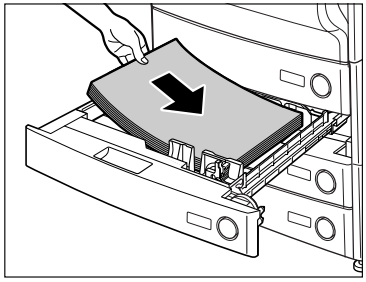


4 Load the paper stack face down into the paper drawer.

Even out the edges of the paper stack. Load the paper stack against the right wall of the paper drawer.

When loading paper into the paper drawer for the first time, set the paper size dial to match the paper size being loaded. (See "Adjusting a Paper Drawer to Hold a Different Paper Size," on p. 7-7.)

When loading paper into the paper drawer, make sure that the paper size setting is the same size of the paper that is being loaded.



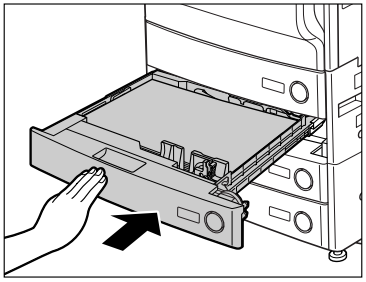
IMPORTANT

- Paper which has been rolled or curled must be straightened out prior to use.
- Make sure that the height of the paper stack does not exceed the loading limit mark (▼) at the back of the paper drawer.

NOTE

- Each paper drawer holds approximately 550 sheets of paper (20 lb bond (80 g/m^2)).
- If there are instructions on the package of paper about which side of the paper to load, follow those instructions.
- When the paper is loaded into the paper drawer, the side facing up is the one printed on.
- If problems occur, such as poor print quality or paper jams, try turning the paper stack over, and reload it.
- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Relationship between Original Orientation and Preprinted Paper Output Chart," on p. 9-10.

5 Gently push the paper drawer back into the machine until it clicks into place in the closed position.



CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

You will not be able to make copies or print if you load paper that exceeds the loading limit, or if the paper drawer is not completely pushed into the machine. Always check that the paper drawers are in place, and that the paper does not exceed the loading limit.

NOTE

If paper runs out during copying or printing, load a new paper stack, and follow the instructions on the touch panel display. The machine automatically restarts, and produces the remaining copies or prints.

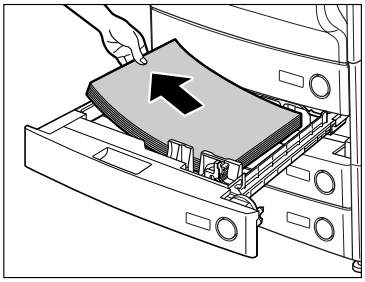
Adjusting a Paper Drawer to Hold a Different Paper Size

If you want to load a different paper size into a paper drawer, follow the procedure described below to adjust the paper drawer guides.

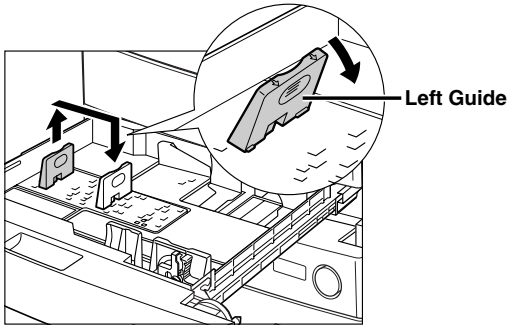
IMPORTANT

Only LTR transparencies can be used. Make sure that the paper size dial is set to 'LTR' when loading transparencies in a paper drawer. If transparencies of a different size (other than LTR) are loaded in a paper drawer, the paper size and remaining amount of paper will not be detected correctly.

1 Press and release the button on the paper drawer that you want to adjust. Grip the handle, and pull out the paper drawer until it stops. Remove all of the remaining paper.



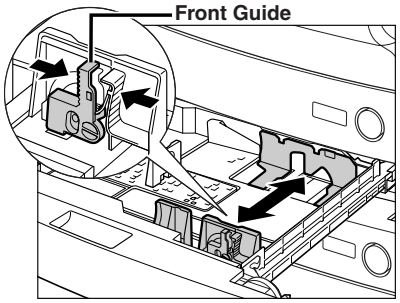
2 Lift out the left guide, and insert it into the holes marked for the desired paper size.



IMPORTANT

When loading 12" x 18" paper in the paper drawer, remove the left guide and insert it into the holes in the front left side of the paper drawer.

3 **Squeeze the lever on the front guide, as shown below. Without releasing the lever, slide the front guide to align it with the mark for the desired paper size.**



IMPORTANT

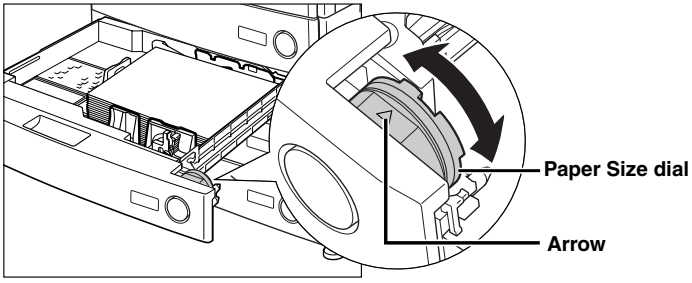
Adjust the guides correctly to avoid causing a paper jam, dirty prints, or make the inside of the machine dirty.

4 **Load the appropriate size paper into the paper drawer.**

CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.

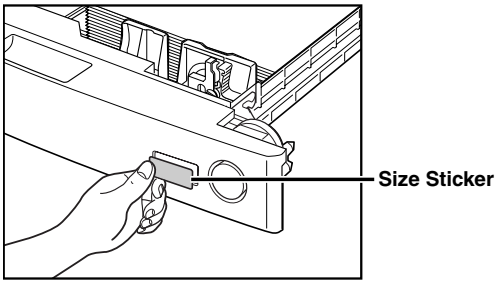
5 **Move the paper size dial on the right side of the paper drawer, so that the arrow points to the paper size being loaded.**



IMPORTANT

If the paper size dial is not positioned correctly to the paper size loaded in the paper drawer, the wrong paper size will be shown on the touch panel display. This may also cause paper jams, dirty prints, or make the inside of the machine dirty.

6 Change the paper drawer's size sticker to match the new paper size.



7 Gently push the paper drawer back into the machine until it clicks into place in the closed position.

CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

Paper Deck-Z1 (Optional)

If you attach the optional Paper Deck-Z1 to the machine, you have one additional source of paper for printing jobs. The Paper Deck-Z1 holds up to 2,700 sheets of paper (20 lb bond (80 g/m^2)).

IMPORTANT

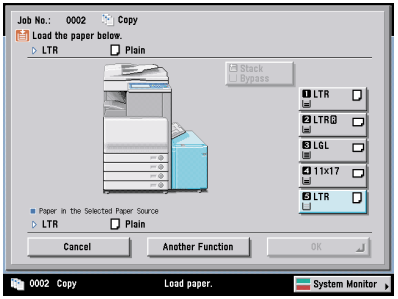
If the machine is in the Sleep mode (the touch panel is not displayed, and only the main power indicator is lit), you may not be able to open the paper deck. In this case, press the control panel power switch to reactivate the machine, and then press the open button on the paper deck.

NOTE

The paper size of the optional Paper Deck-Z1 is fixed to LTR.

Loading Paper

If you select the paper deck when it has no paper, or if the paper deck runs out of paper during a print job, a screen prompting you to load paper appears on the touch panel display.



Follow the procedure below to load paper into the paper deck.

CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.

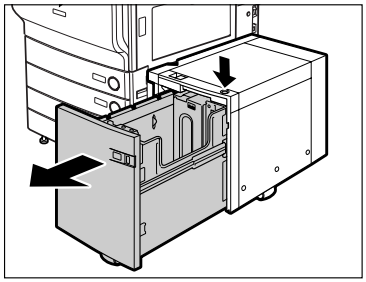
IMPORTANT

The paper deck can only accommodate paper from 17 lb to 28 lb bond (64 to 105 g/m^2) in weight. Use the stack bypass to load paper that is heavier.

NOTE

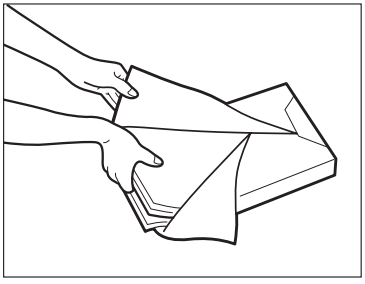
If a message prompting you to load paper appears during printing, the remaining prints are automatically made after you load the correct paper. If you select another paper source, the remaining prints are made after you press [OK].

1 Press the open button to open the paper deck.



The inside lifter automatically descends to the paper loading position.

2 Open a package of paper, and remove the paper stack.



CAUTION

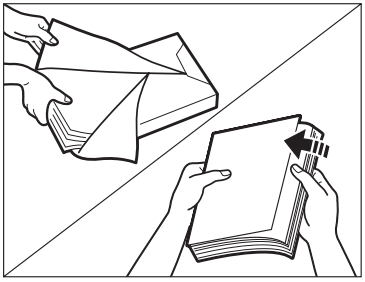
When loading paper, take care not to cut your hands on the edges of the paper.

IMPORTANT

- Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.
- Do not load the following types of paper into the paper deck. Doing so may cause a paper jam.
  - Severely curled or wrinkled paper
  - Thin straw paper
  - Transparencies
  - Paper which has been printed on using a thermal transfer printer (Do not print on the reverse side of this paper either.)

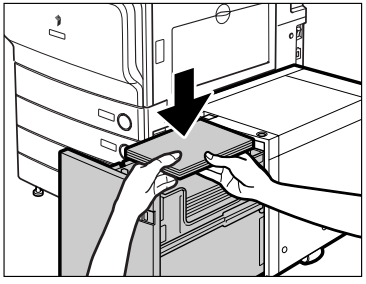
NOTE

- For high-quality printouts, use paper recommended by Canon.
- Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding. Also, you should always fan paper that has just been removed from a newly opened paper package.



3 Load the paper stack into the paper deck.

Make sure that the inside lifter has lowered before loading paper, and even out the edges of the paper stack.



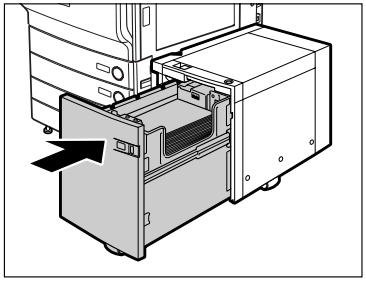
IMPORTANT

- Paper which has been rolled or curled must be straightened out before loading it into the paper deck.
- Make sure that the height of the paper stack does not exceed the loading limit mark ( ) on the inside of the paper deck.

NOTE

- The paper deck holds approximately 2,700 sheets of paper (20 lb bond (80 g/m^2)).
- Load the paper stack in stages, adding approximately 500 sheets of paper (20 lb bond (80 g/m^2)) at a time. If the paper deck can accommodate more paper, the lifter will descend.
- Only load LTR paper into the paper deck. Paper cannot be loaded horizontally.
- If there are instructions on the package of paper about which side of the paper to load, follow those instructions.
- When the paper is loaded into the paper deck, the side facing down is the one printed on.
- If problems occur, such as poor print quality or paper jams, try turning the paper stack over, and reload it.
- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Relationship between Original Orientation and Preprinted Paper Output Chart," on p. 9-10.

4 Close the paper deck.



The inside lifter automatically rises, and prepares the paper deck for feeding.

CAUTION

When closing the paper deck, be careful not to get your fingers caught, as this may result in personal injury.

Envelope Feeder Attachment-C2 (Optional)

This section explains how to use the optional Envelope Feeder Attachment-C2.

How to Use the Envelope Feeder Attachment

The following six types of envelopes can be loaded into the envelope feeder attachment: COM10 No.10, Monarch: Catalog Glove No.8, DL, ISO-B5, ISO-C5, and Yougata 4.

If you are using COM10 No.10 envelopes, load them after checking the following:

- Make sure that [COM10] is selected for ENV.1 in Common Settings (from the Additional Functions screen).
- The guides are adjusted to hold COM10 No.10 envelopes.
- The paper size dial is set to 'Env.', and the size switch is set to 'ENV.1'.

IMPORTANT

- When you attach the envelope feeder attachment to the paper drawer, do not forcefully move the front guide of the paper drawer in the wrong direction. Doing so may detach the envelope feeder attachment from the paper drawer.
- Do not print on both sides of an envelope. Doing so may cause paper jams, dirty prints, or make the inside of the machine dirty.
- Do not load the following types of envelopes inside the envelope cassette. Doing so may cause paper jams, dirty prints, or make the inside of the machine dirty.
  - Curled, creased, or folded envelopes
  - Very thick or thin envelopes
  - Damp or wet envelopes
  - Torn envelopes
  - Irregularly shaped envelopes
  - Envelopes with clasps or windows
  - Envelopes that have already been sealed
  - Envelopes with holes or perforations
  - Envelopes with specially coated surfaces
  - Envelopes made of surface treated colored paper

- Envelopes that are self-sticking, which use ink, glue, or other substances that can melt, burn, vaporize, or emit smells under the heat of a fixing unit (approximately 418°F). Depending on the materials used for the seal, the glue may melt under the fixing unit's heat, sealing the envelopes.

- If the optional Finisher-Z1 and Copy Tray-J1 are attached, envelopes are output to Tray A, regardless of the Tray Designation settings.
- If the optional Inner 2way Tray-D1 and Copy Tray-J1 are attached, envelopes are output to Tray A, even if Copy Tray-J1 is specified as the output destination.
- If you are printing on envelopes, empty the output tray when up to 10 printed envelopes accumulate in the tray.
- Envelopes should be stored in a place away from high-temperatures and humidity.
- If there is a temperature difference between the location where the envelopes were stored and the location where the envelopes are being printed, leave the envelopes in the printing location at room temperature before you use them.
- Correctly match the paper size dial, size switch, and Envelope Cassette settings in Common Settings (from the Additional Functions screen) with the size of the envelopes being loaded. Failure to do so may cause paper jams, dirty prints, or make the inside of the machine dirty.
- The width guides on the envelope feeder attachment can be changed so that the following envelopes can be loaded. Using envelopes other than these may result in paper jams, dirty prints, or make the inside of the machine dirty.

- COM10 No.10:	Mailwell No.582
- Monarch: Catalog Glove No.8:	Mailwell No.553
- DL:	Mailwell/Schneidersöne No.11345
- Yougata 4:	Uzumaki Y-401

- If you want to adjust the width guides to load ISO-C5 or ISO-B5 envelopes, contact your local authorized Canon dealer.

NOTE

- For more information on using envelopes other than COM10 No.10, see "Changing Envelope Sizes," on p. 7-21.
- The optional Envelope Feeder Attachment-C2 can only be attached to Paper Drawer 1.
- For more information on envelope types that can be loaded in the envelope feeder attachment, see "Available Paper Stock," on p. 2-57.

Preparing the Envelopes

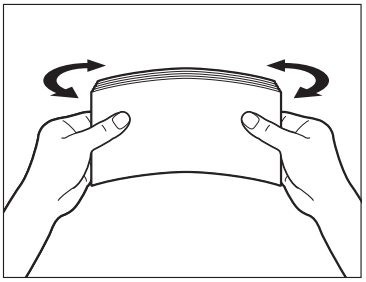
This section explains how to prepare the envelopes before loading them into the paper drawer.

IMPORTANT

Using curled, creased, or folded envelopes may cause paper jams. Follow the following procedure before loading the envelopes.

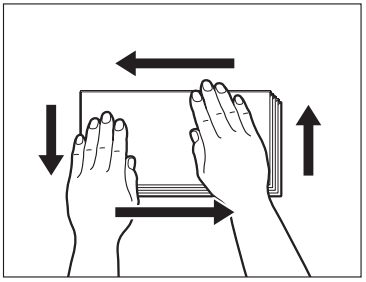
1 Take five envelopes, loosen them as shown, and then stack them together.

Repeat this step five times for each set of five envelopes.

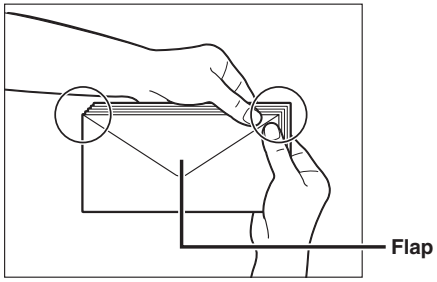


2 Place the envelopes on a clean, level surface, and press all the way around the envelopes by hand, in the direction of the arrows, to remove any curls.

Repeat this step five times for each set of five envelopes.



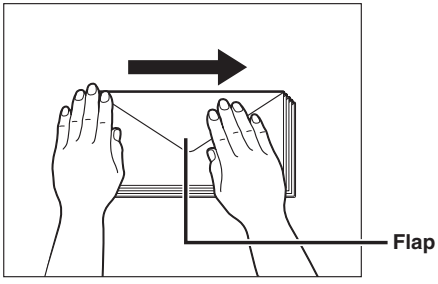
If you are using ISO-B5, ISO-C5, COM10 No.10, Monarch: Catalog Glove No.8, or DL envelopes, hold down the four corners of the envelopes firmly, so that they and the sealed or glued portion stay flat.



If you are using Yougata 4 envelopes, load the envelopes without folding them.

IMPORTANT

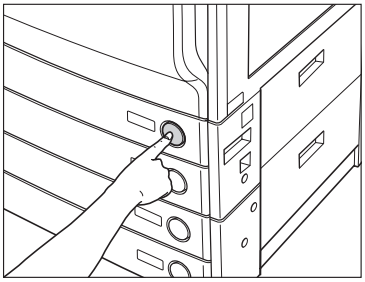
- If you use envelopes that have glue attached to their flaps, the glue may melt due to the heat and pressure of the fixing unit.
- Take particular care to spread the envelopes out in the direction that they will be fed.
- Do not print on the back side of the envelopes (the side with the flap).
- If the envelopes become filled with air, flatten them by hand before loading them into the envelope feeder attachment.



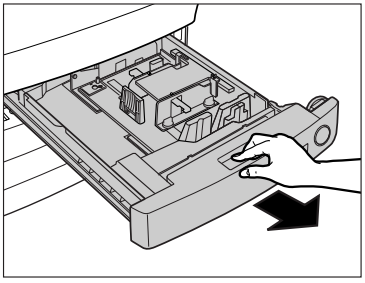
Loading Envelopes

This section explains how to load envelopes into Paper Drawer 1.

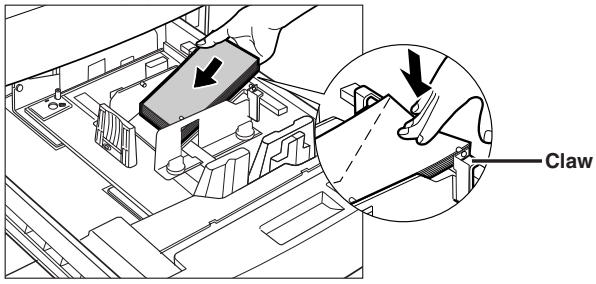
1 Press and release the button on Paper Drawer 1.



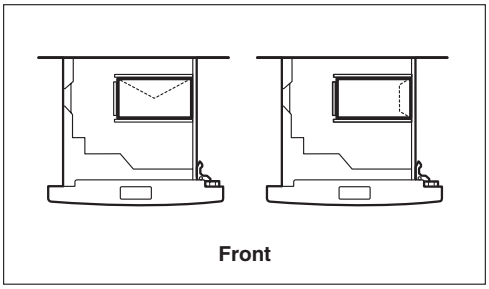
2 Grip the handle, and pull out the paper drawer until it stops.



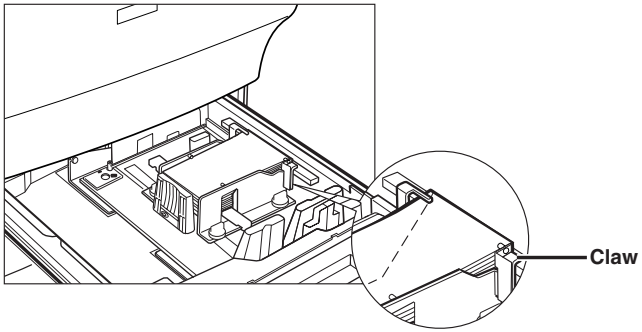
3 Load 10 envelopes at a time with the side you want to print on face up. While loading the envelopes, press down on the right side of the receptacle to lock them into place.



Load the envelopes, as shown below.



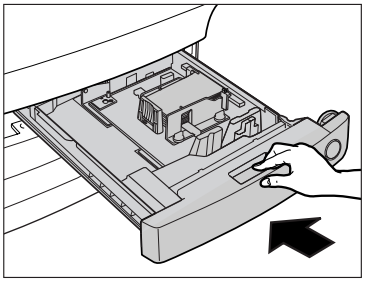
Align the leading edges of the envelopes, and make sure that they are held in place under the claw.



IMPORTANT

- Envelopes which have been rolled or curled must be straightened out prior to use.
- Make sure that the height of the envelope stack does not fall below the height limit mark ( ).
- The maximum height (quantity) of envelopes that can be loaded into the cassette is approximately 1 1/4" (30 mm).
- The maximum height (quantity) of envelopes varies according to the envelope type and user operating conditions; but, as a reference, 1 1/4" (30 mm) is approximately 50 envelopes.

4 Gently push the paper drawer back into the machine until it clicks into place in the closed position.



CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

Never place paper or any other items in the empty part of the paper drawer next to the envelopes. Doing so may cause paper jams.

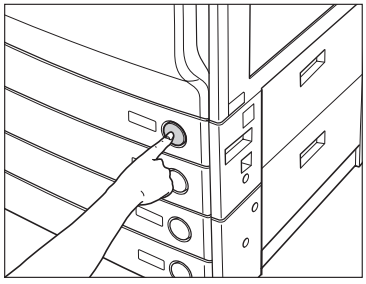
NOTE

If output has been stopped due to an insufficient number of envelopes, load more envelopes, and follow the instructions on the touch panel display. Printing resumes.

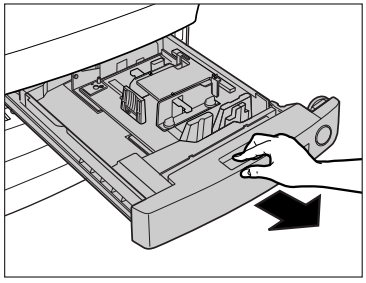
Changing Envelope Sizes

This section explains how to load different types of envelopes into the envelope cassette from the settings made in Envelope Cassette in Common Settings (from the Additional Functions screen).

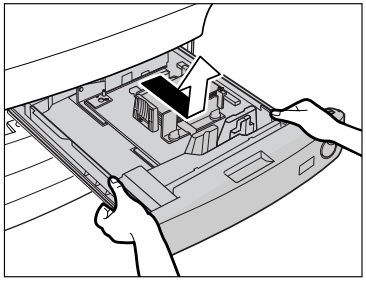
1 **Press and release the button on Paper Drawer 1.**



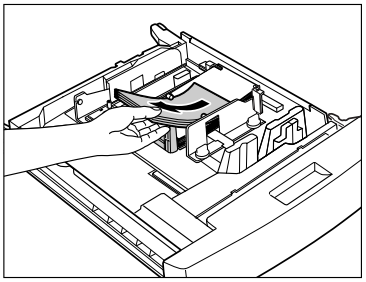
2 **Grip the handle, and pull out the paper drawer until it stops.**



3 **Pull and lift out the paper drawer of the machine by holding its left and right sides with both hands.**

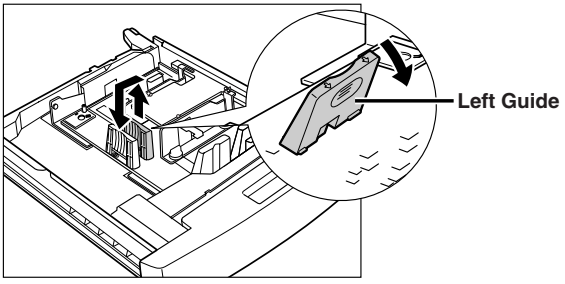


4 **Remove all of the envelopes that are loaded in the paper drawer (several envelopes at a time).**

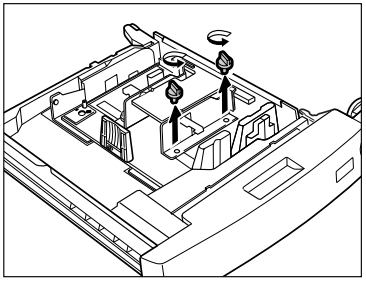


5 **Remove the left guide of the envelope feeder attachment, and insert the left guide into the appropriate slot for the desired envelope size.**

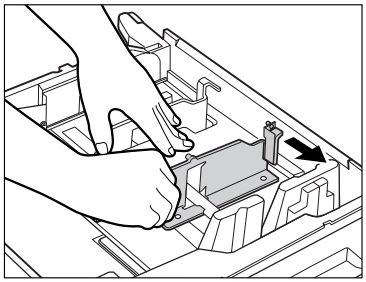
To remove the left guide, tilt it to the right, and then pull it up.



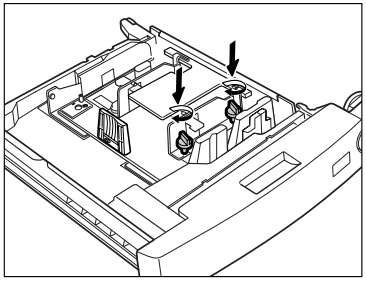
6 **Loosen the two screws fixing the front width guide of the envelope feeder attachment.**



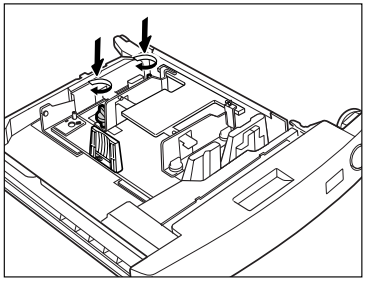
7 **Press down on the envelope receptacle, and move the front width guide to align it with the mark for the desired envelope size.**



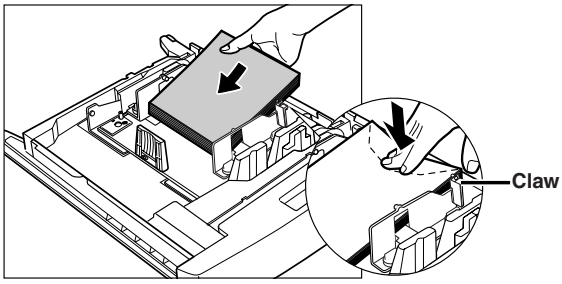
8 **Fix the front width guide in place with the screws.**



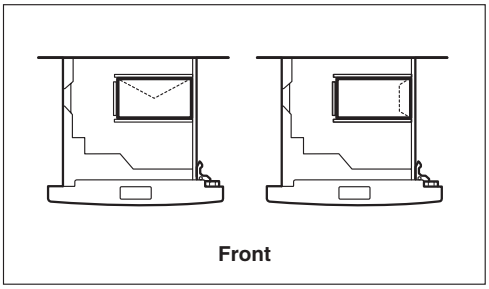
9 **Move the back width guide of the envelope feeder attachment in accordance with steps 6 to 8.**



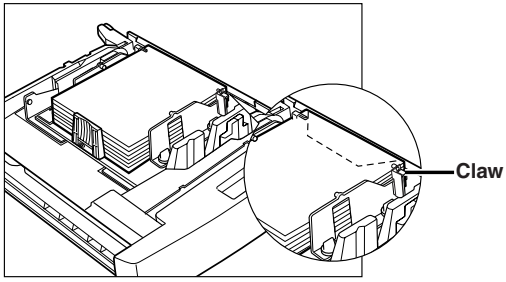
10 Load 10 envelopes at a time with the side you want to print on face up. While loading the envelopes, press down on the right side of the receptacle to lock them into place.



Load the envelopes, as shown below.



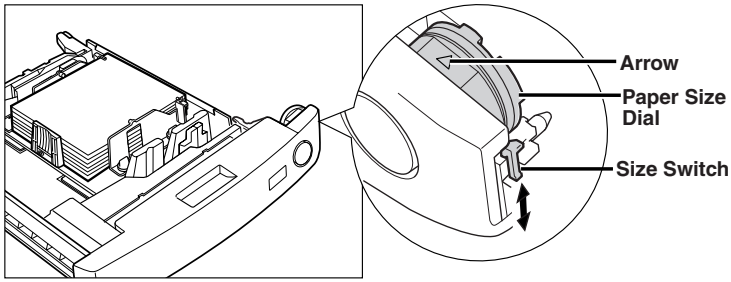
Align the leading edges of the envelopes, and make sure that they are held in place under the claw.



IMPORTANT

- Envelopes which have been rolled or curled must be straightened out prior to use.
- Make sure that the height of the envelope stack does not fall below the height limit mark ( ).
- The maximum height (quantity) of envelopes that can be loaded into the cassette is approximately 1 1/4" (30 mm).
- The maximum height (quantity) of envelopes varies according to the envelope type and user operating conditions; but, as a reference, 1 1/4" (30 mm) is approximately 50 envelopes.

11 Turn the paper size dial on the right side of the paper drawer, so that the arrow points to 'ENV.'. Then, set the size switch to 'ENV.1' or 'ENV.2'.



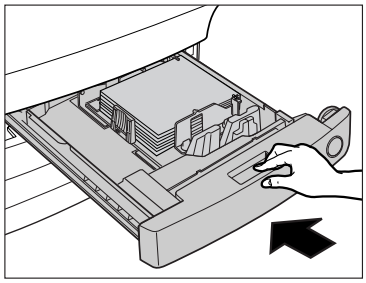
[ENV.1] enables the envelope size and type stored in ENV.1 in Envelope Cassette in Common Settings (from the Additional Functions screen) to be loaded.

[ENV.2] enables the envelope size and type stored in ENV.2 in Envelope Cassette in Common Settings (from the Additional Functions screen) to be loaded.

NOTE

To change the stored envelope setting, see "Designating the Envelope Type," on p. 4-35.

12 Gently push the paper drawer back into the machine until it clicks into place in the closed position.



CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

Never place paper or any other items in the empty part of the paper drawer next to the envelopes. Doing so may cause paper jams.

NOTE

If output has been stopped due to an insufficient number of envelopes, load more envelopes, and follow the instructions on the touch panel display. Printing resumes.

13 Check the size switch, and store the envelope size and type in Envelope Cassette in Common Settings (from the Additional Functions screen).

For more information on storing the envelope type, see "Designating the Envelope Type," on p. 4-35.

Feeder (DADF-L1) (Optional)

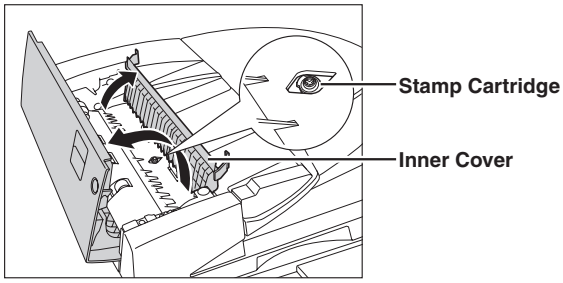
Originals sent by fax or the Send function via the feeder, can be stamped to indicate that they have been sent. Replace the stamp cartridge when this mark is faint or no longer visible.

IMPORTANT

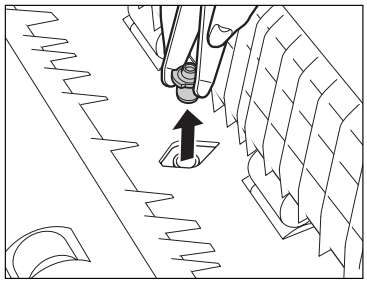
When replacing the stamp cartridge, take care not to allow toner to come into contact with your hands or clothing. If toner gets onto your hands or clothing, wash it off immediately with cold water.

Replacing the Stamp Cartridge

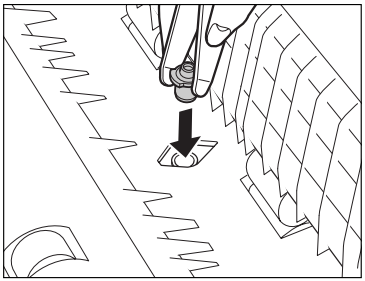
1 Open the feeder cover, and open the inner cover.



2 Remove the old stamp cartridge, using tweezers.



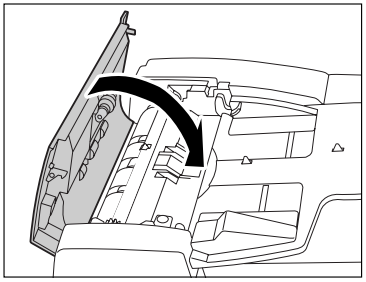
3 Push in the new stamp cartridge until it clicks, using tweezers.



IMPORTANT

- Make sure that the stamp cartridge is not protruding from the surface.
- Insert the stamp cartridge properly, or it may cause paper jams.

4 Gently close the inner cover and the feeder cover.



CAUTION

When closing the covers, be careful not to get your fingers caught, as this may result in personal injury.

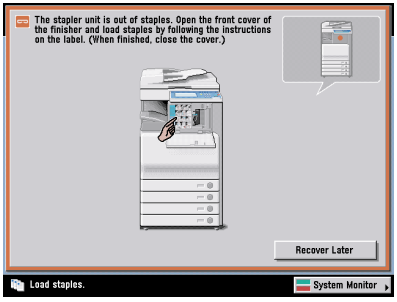
Finisher-Z1 (Optional)

This section describes the procedure for replacing the staple cartridge in the optional Finisher-Z1.

Replacing the Staple Cartridge

When the optional Finisher-Z1 is almost out of staples and the staple cartridge must be replaced, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to replace the staple cartridge.

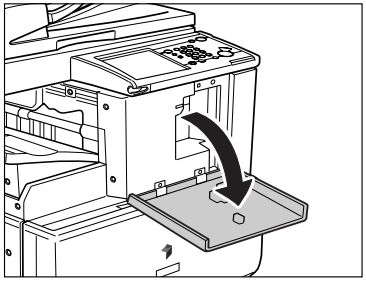
Use only staple cartridges intended for use with this machine.


The stapler unit is out of staples. Open the front cover of the finisher and load staples by following the instructions on the label. (When finished, close the cover.)
Recover Later
Load staples.
System Monitor

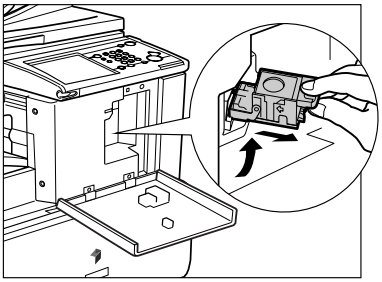
NOTE

We recommend that you order staple cartridges from your local authorized Canon dealer before your stock runs out.

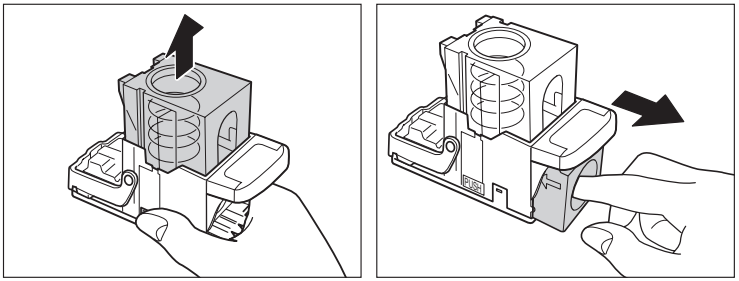
1 Open the front cover of the finisher.



2 Pull out the staple case, holding it by the green tab.

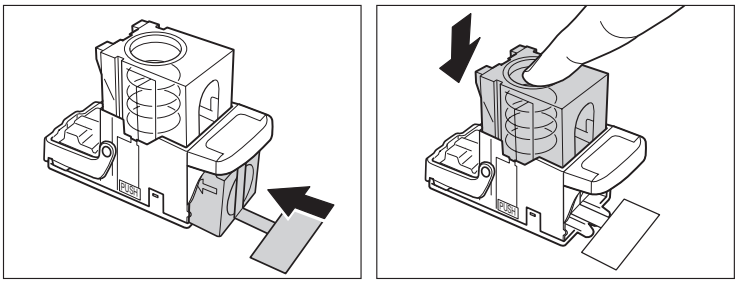


3 Place the staple case, as shown below, press the area indicated by PUSH, and then pull out the staple cartridge.



4 Insert the new staple cartridge.

Press the spring-loaded case down until it clicks into place.



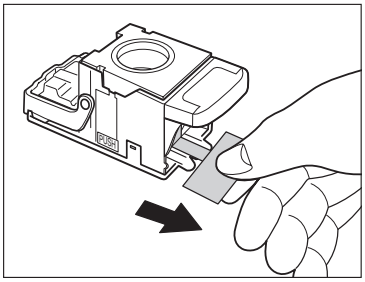
IMPORTANT

- Use only staple cartridges intended for use with this machine.
- Do not remove the seal that holds the staples together before you place the staple cartridge into the staple case.

NOTE

Only one staple cartridge can be inserted at a time.

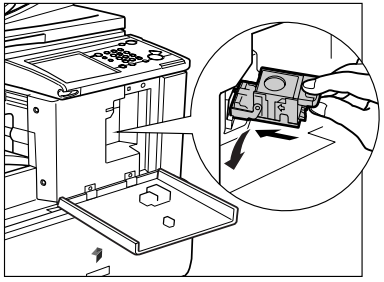
5 Remove the seal holding the staples together, by pulling it straight out, and then down.



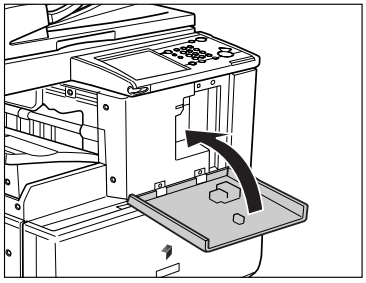
IMPORTANT

Make sure you pull the seal straight out, and then down. If you pull it out at an angle, it may tear.

6 Gently push the staple case into the finisher until it is securely in place.



7 Close the front cover of the finisher.



CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

NOTE

If there are no staples ready for stapling after the cover is closed, the stapler unit automatically performs a "dry" stapling operation to reposition the staples.

Finisher-Y1/Saddle Finisher-Y2/Puncher Unit-M1 (Optional)

This section describes the procedure for replacing the staple cartridge in the optional Finisher-Y1 or Saddle Finisher-Y2, and how to remove the punch waste from the optional Puncher Unit-M1.

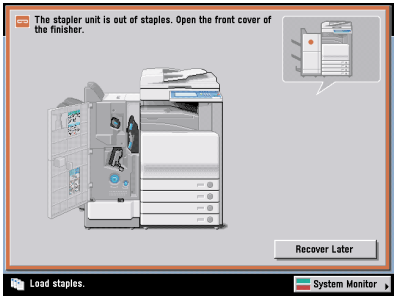
IMPORTANT

The Finisher-Y1, Saddle Finisher-Y2, and Puncher Unit-M1 are not available for the Color imageRUNNER C2550.

Replacing the Staple Cartridge in the Stapler Unit

When the optional Finisher-Y1 or Saddle Finisher-Y2 is almost out of staples, and the staple cartridge in the stapler unit must be replaced, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to replace the staple cartridge.

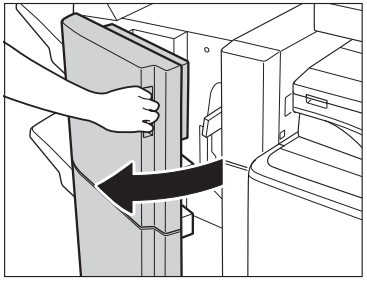
Use only staple cartridges intended for use with this machine.



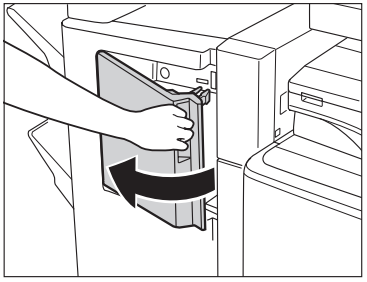
NOTE

We recommend that you order staple cartridges from your local authorized Canon dealer before your stock runs out.

1 **Open the front cover of the finisher.**

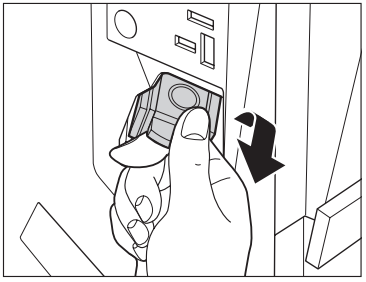


The Optional Saddle Finisher-Y2

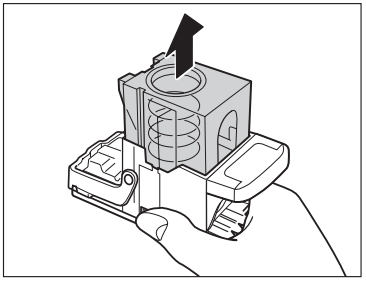


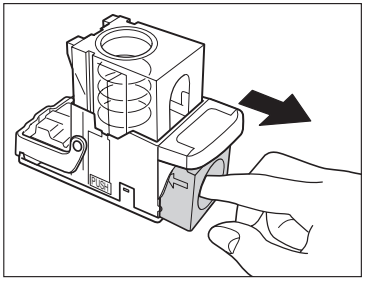
The Optional Finisher-Y1

2 **Lift and pull out the staple case from the stapler unit, holding it by its green tab.**



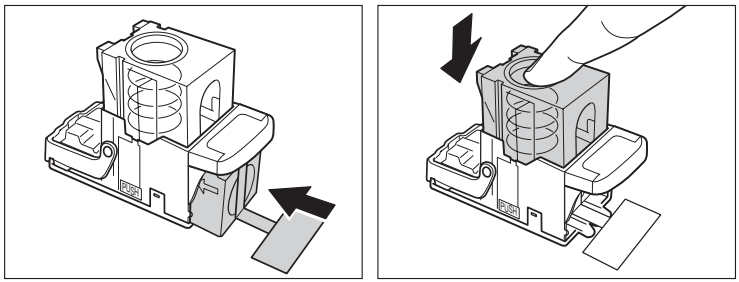
3 **Place the staple case, as shown below, press the area indicated by PUSH, and then pull out the staple cartridge.**





4 Insert the new staple cartridge.

Press the spring-loaded case down until it clicks into place.



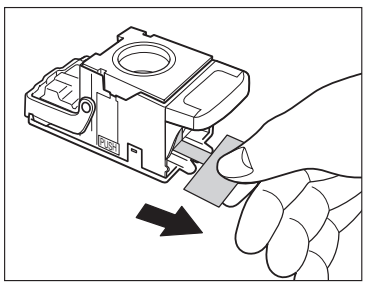
IMPORTANT

- Use only staple cartridges intended for use with this machine.
- Do not remove the seal that holds the staples together before you place the staple cartridge into the staple case.

NOTE

Only one staple cartridge can be inserted at a time.

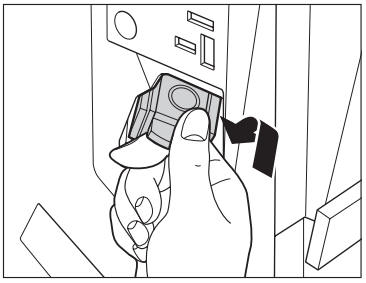
5 Remove the seal holding the staples together, by pulling it straight out, and then down.



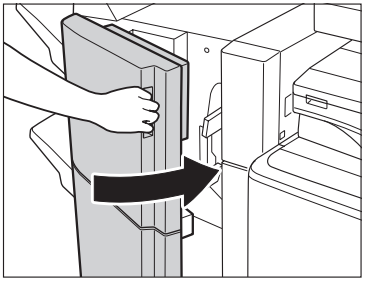
IMPORTANT

Make sure that you pull the seal straight out, and then down. If you pull it out at an angle, it may tear.

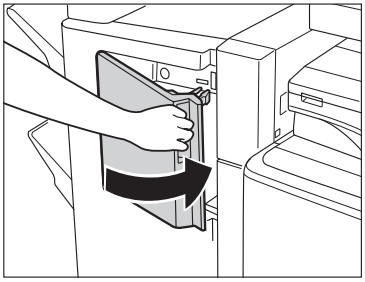
6 Gently push the staple case into the stapler unit, until it is securely in place.



7 Close the front cover of the finisher.



The Optional Saddle Finisher-Y2



The Optional Finisher-Y1

CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

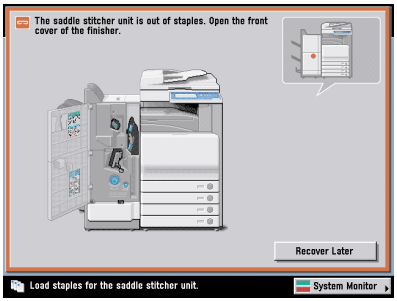
NOTE

If there are no staples ready for stapling after the cover is closed, the stapler unit automatically performs a "dry" stapling operation to reposition the staples.

Replacing the Staple Cartridge in the Saddle Stitcher Unit

When the saddle stitcher unit of the optional Saddle Finisher-Y2 is almost out of staples, and the staple cartridge must be replaced, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to replace the staple cartridge.

Use only staple cartridges intended for use with this machine.


The saddle stitcher unit is out of staples. Open the front cover of the finisher.
Recover Later
Load staples for the saddle stitcher unit.
System Monitor

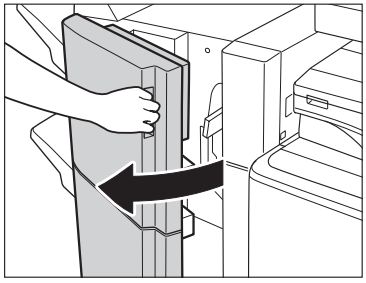
IMPORTANT

If necessary, remove all of the output paper in the Booklet Tray before replacing the staple cartridge in the saddle stitcher unit.

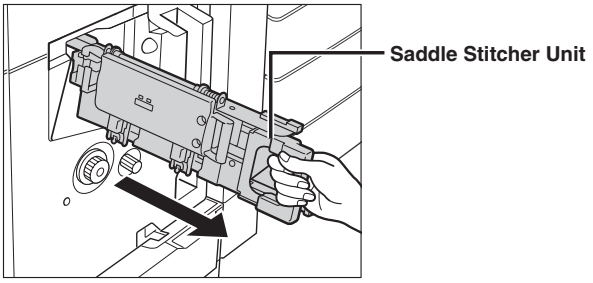
NOTE

- This procedure is necessary only if the optional Saddle Finisher-Y2 is attached.
- We recommend that you order staple cartridges from your local authorized Canon dealer before your stock runs out.

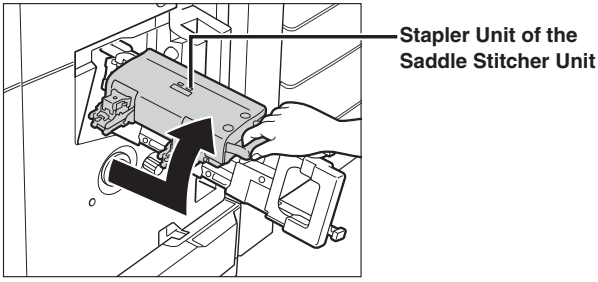
1 Open the front cover of the finisher.



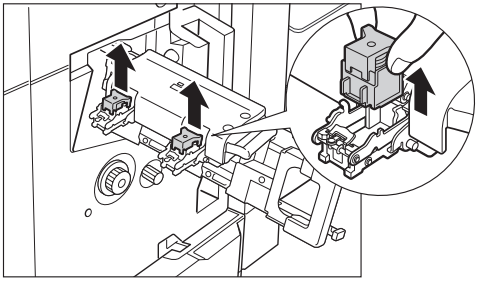
2 **Grip the saddle stitcher unit by its handle, and pull it out of the finisher until it stops.**



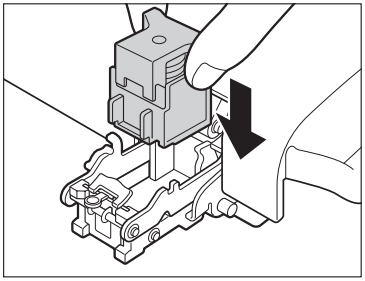
3 **Pull the stapler unit of the saddle stitcher unit towards you, and then push it up.**



4 **Pull out the empty staple cartridge, holding it by its left and right sides.**



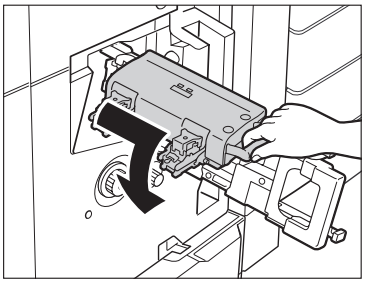
5 Insert the new staple cartridge.



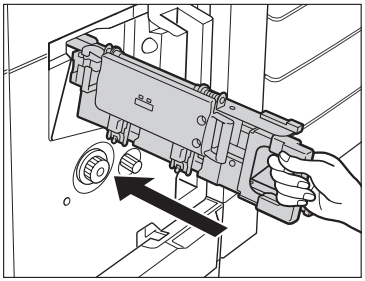
NOTE

Only one front and rear staple cartridge can be inserted at a time.

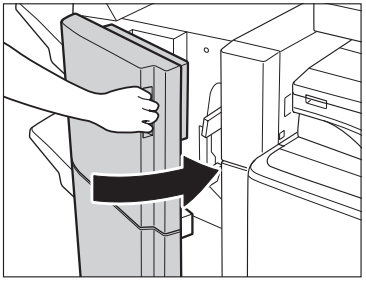
6 Pull the stapler unit of the saddle stitcher unit towards you, and then push it down into its original position.



7 Gently push the saddle stitcher unit back into its original position.



8 Close the front cover of the finisher.



CAUTION

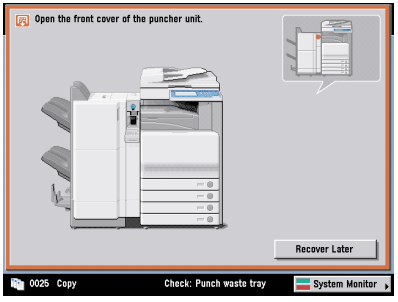
When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

When you have replaced the staple cartridge, be sure to manually reposition the staples in the saddle stitcher unit. (See "Saddle Stitch Staple Repositioning," on p. 4-66.)

Removing Punch Waste

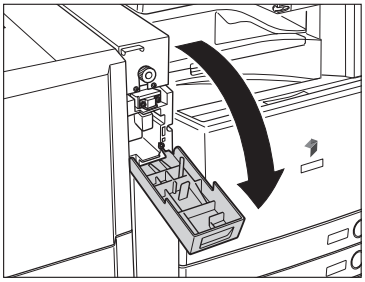
When the punch waste tray of the optional Puncher Unit-M1 becomes full, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to remove the punch waste.



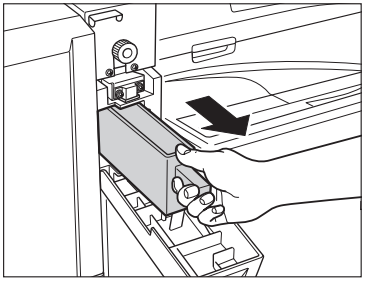
NOTE

This procedure is necessary only if the optional Puncher Unit-M1 is attached.

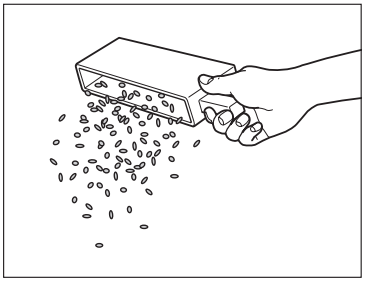
1 Open the front cover of the punch waste tray.



2 Pull out the punch waste tray.



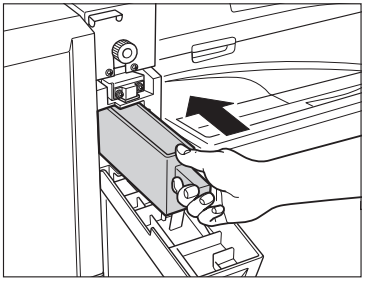
3 Discard the punch waste.



NOTE

Make sure that the punch waste tray is completely emptied.

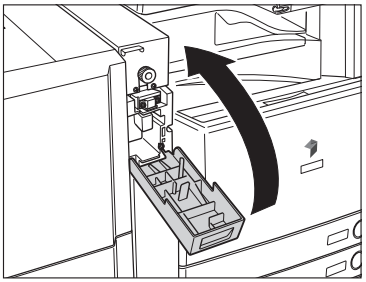
4 Return the punch waste tray to its original position.



NOTE

If the punch waste tray is not securely in place, you cannot make prints in the Hole Punch mode.

5 Close the front cover of the punch waste tray.

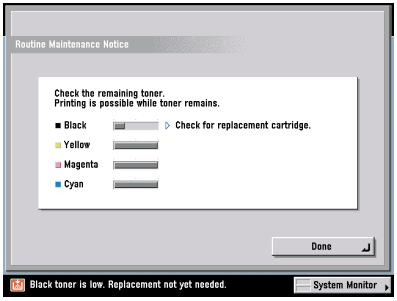


CAUTION

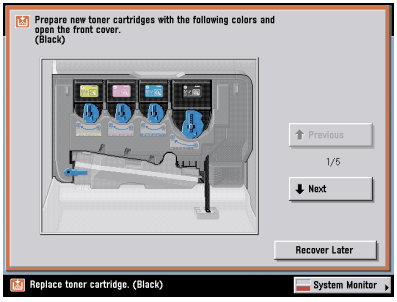
When closing the front cover of the punch waste tray, be careful not to get your fingers caught, as this may result in personal injury.

Replacing the Toner Cartridge

When there is only a small amount of toner remaining inside the machine, the following message appears on the touch panel display, as shown below. You can continue printing, but at this time you should purchase a new toner cartridge of the indicated color, to have it available when needed.



When toner runs out completely and prints can no longer be made, a screen with instructions on how to replace the toner cartridge, like the one shown below, appears on the touch panel display. Follow the instructions on the touch panel display, and the procedure described below to help you replace the toner cartridge.



If you press [Recover Later], you can continue operations, such as setting modes and scanning originals, even if you do not replace the toner cartridge immediately.

WARNING

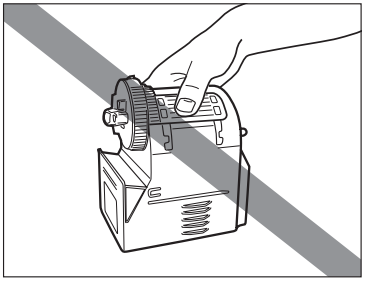
Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.

CAUTION

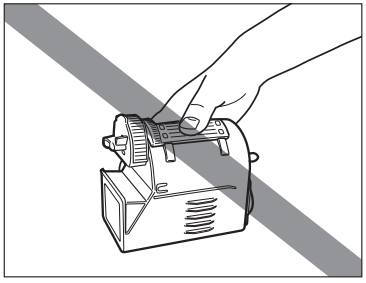
- **Keep toner out of the reach of small children. If toner is ingested, consult a physician immediately.**
- **If toner gets onto your hands or clothing, wash it off immediately with cold water. Do not use warm water as this may set the toner permanently, and you may not be able to remove the toner stains.**

IMPORTANT

- Use only toner cartridges intended for use with this machine.
- Do not replace toner cartridges until the message prompting you to do so appears.
- Do not replace toner cartridges when the machine is printing, as this may cause a paper jam to occur.
- The color of the toner to be replaced is shown on the touch panel display.
- If you continue copying or printing in black-and-white after cyan, magenta, or yellow toner runs out, do not remove the depleted toner cartridges from the machine.
- You can display an error message informing the user that the remaining toner is low. For instructions on displaying the remaining toner error message, see "Displaying the Remaining Toner Error Message," on p. 6-42. For instructions on erasing the remaining toner error message, see "Erasing the Remaining Toner Error Message," on p. 4-62.
- Do not touch the shutter door and gear on the toner cartridge, as this may cause the toner cartridge to leak.



Black Toner Cartridge

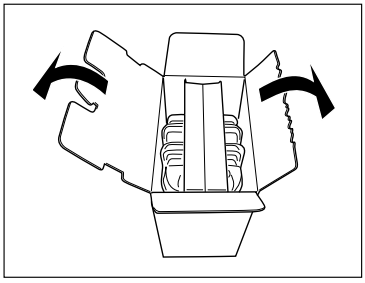


Cyan, Magenta, or Yellow Toner Cartridge

NOTE

- When the message <Black toner is low. Replacement not yet needed.> appears, approximately 10% of the toner is left. It is recommended that you get a new toner cartridge ready for replacement before the displayed toner color runs out.
- Complete instructions on how to replace the toner cartridge can be accessed by pressing [Previous] or [Next] on the touch panel display.
- If toner runs out during a print job, the remaining prints are made after you replace the toner cartridge.
- If black toner is left, you can continue copying and printing in black-and-white. However, if a job is interrupted because cyan, magenta, or yellow toner runs out, copying and printing in black-and-white is only possible for functions other than the function being used for the interrupted job.
- After replacing toner cartridges, if printed colors are different from the colors printed before you replaced the toner cartridges, perform an Automatic Gradation Adjustment in Common Settings (from the Additional Functions screen). (See "Automatic Gradation Adjustment," on p. 4-68.)

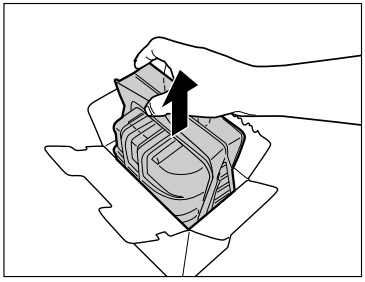
1 Open the box with the new toner cartridge in the upright position.



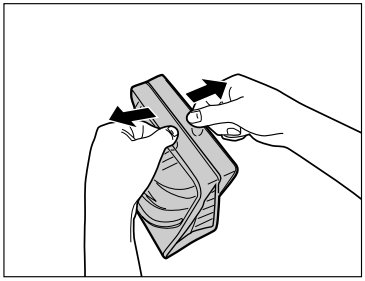
IMPORTANT

The box and protective packaging will be used again as the packaging for the used toner cartridge from the machine. Do not destroy the box or packaging.

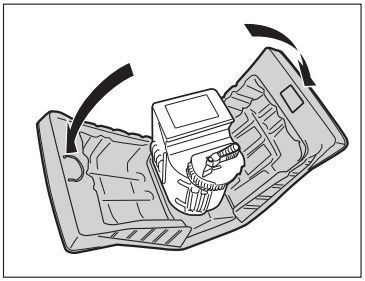
2 **Hold the upper part of the protective packaging as in the illustration below, and pull out the protective packaging and the toner cartridge.**



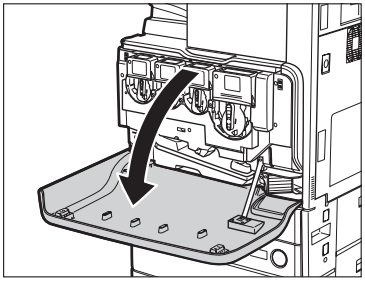
3 **Open the top portion of the protective packaging by pulling it apart sideways, as in the illustration below.**



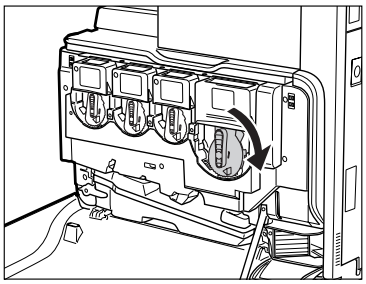
4 **After opening the protective packaging, the used toner cartridge will be removed from the machine. Leave the packaging as is.**



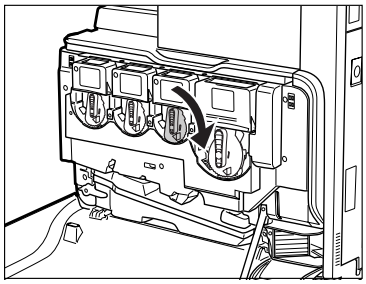
5 Open the front cover of the main unit.



6 Turn the knob that corresponds with the toner color you want to replace in the direction of the arrow.



Black Toner Cartridge

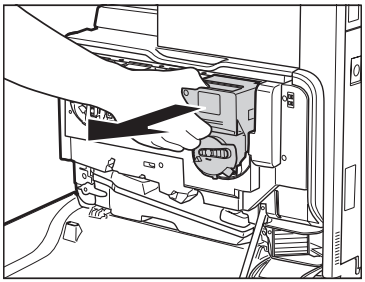


Cyan, Magenta, or Yellow Toner Cartridge

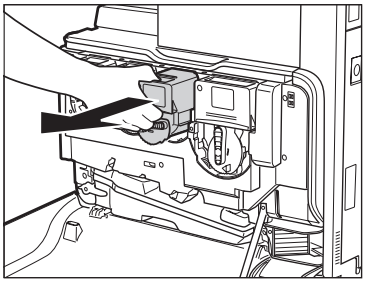
IMPORTANT

Turn the knob on the toner cartridge until the arrow points to 'Unlock'.

7 Grip the top notch on the toner cartridge, and pull the toner cartridge out of the toner supply port.



Black Toner Cartridge



Cyan, Magenta, or Yellow Toner Cartridge

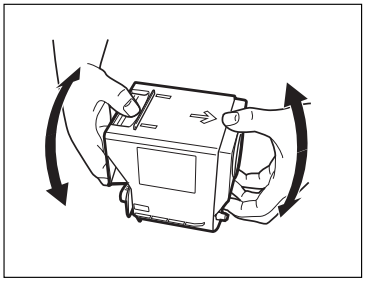
WARNING

Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite resulting in burns or a fire.

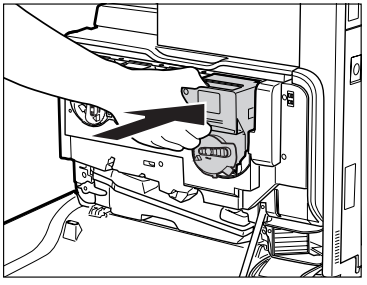
IMPORTANT

If the toner cartridge cannot be pulled out, check that the knob is turned all the way to the appropriate position.

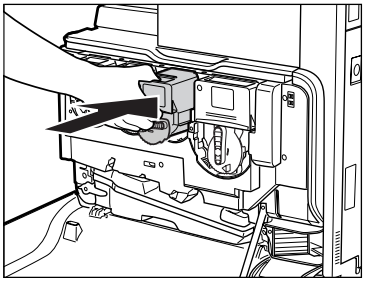
8 Hold the new toner cartridge in your hands, as shown below, and gently tilt it up and down five times.



9 Push the new toner cartridge in as far as possible.



Black Toner Cartridge

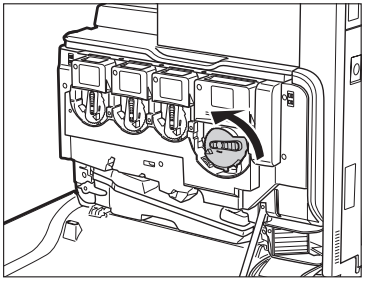


Cyan, Magenta, or Yellow Toner Cartridge

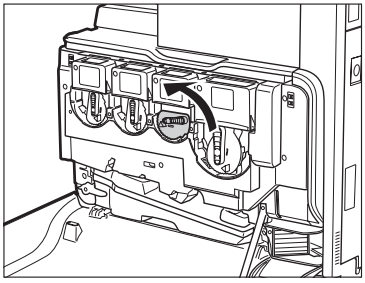
IMPORTANT

When replacing toner cartridges, make sure that the color of the toner cartridge matches the color of the toner supply port. If the color is different, the toner cartridge will not fit into the port.

10 Return the knob to its original position.



Black Toner Cartridge

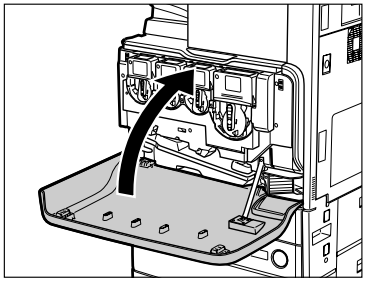


Cyan, Magenta, or
Yellow Toner Cartridge

IMPORTANT

Before you turn the knob, make sure that the toner cartridge is pushed into the machine as far as possible.

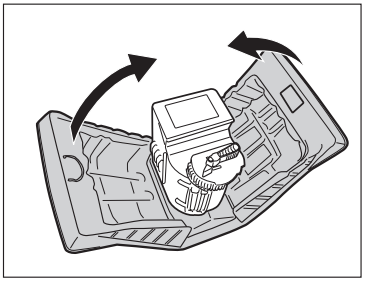
11 Close the front cover of the main unit.



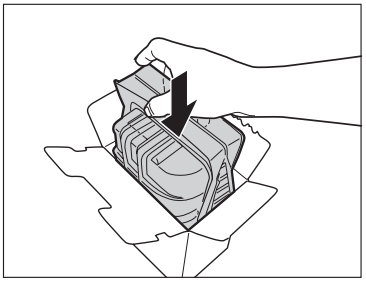
CAUTION

When closing the front cover of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

12 Close the protective packaging with the used toner cartridge inside, in the same way as how the new toner cartridge was packaged.

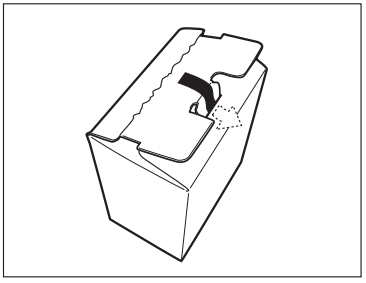


13 Hold the top portion of the protective packaging, and place it in the box that was used for the new toner cartridge.



14 Close the flaps of the box.

When closing the flaps, close the right flap first, and then close the left flap. Lastly, insert the tab into the slot.

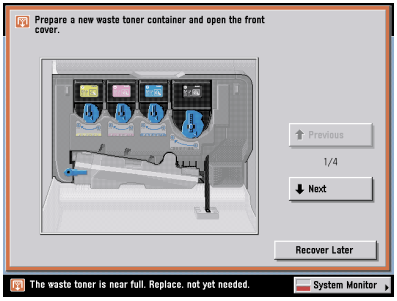


IMPORTANT

Make sure to insert the tab into the slot completely when closing the flaps of the box.

Replacing the Waste Toner Container

When the waste toner container is full, the procedure for replacing the container appears on the touch panel display, as shown below. Follow the instructions on the touch panel display, and the procedure described below to help you replace the waste toner container.


Prepare a new waste toner container and open the front cover.
Previous
1/4
Next
Recover Later
The waste toner is near full. Replace. not yet needed.
System Monitor

If you press [Recover Later], you can continue operations, such as setting modes and scanning originals, even if you do not replace the waste toner container immediately.

WARNING

- **Do not burn or throw used waste toner containers into open flames. Also, do not store waste toner containers in places exposed to open flames, as this may cause the toner to ignite, resulting in burns or a fire.**
- **Your local authorized Canon dealer will dispose of the used waste toner container. Use the provided cover to cover up the opening of the used waste toner container.**

CAUTION

Used toner cannot be reused. Do not mix new and used toner together.

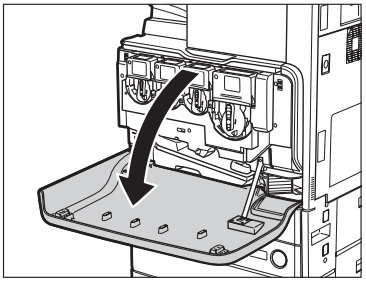
IMPORTANT

- Use only waste toner containers intended for use with this machine.
- Do not replace the waste toner container before the message prompting you to replace it appears on the touch panel display.

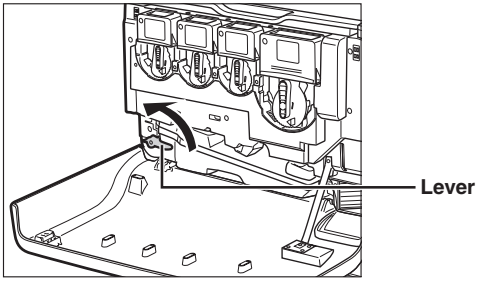
NOTE

- Complete instructions on how to replace the waste toner container can be accessed by pressing [Previous] or [Next] on the touch panel display.
- If the waste toner container must be replaced during a print job, the remaining prints are made after the new waste toner container is installed.

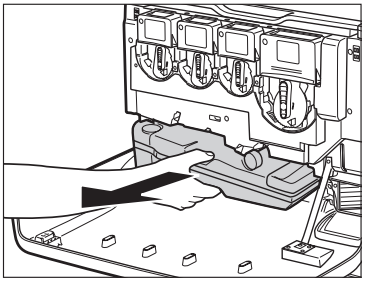
1 Open the front cover of the main unit.



2 Lift the lever.



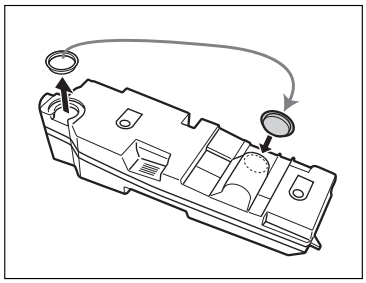
3 Pull out the waste toner container.



CAUTION

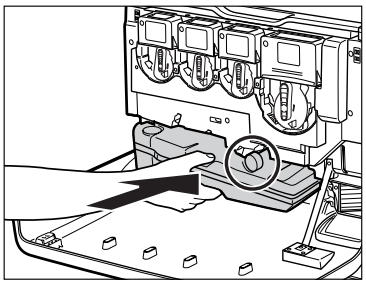
When removing the waste toner container, be careful not to tilt it, as the toner may spill and get onto your hands or clothing. If toner gets onto your hands or clothing, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.

4 Use the provided cover to cover up the opening of the used waste toner container.

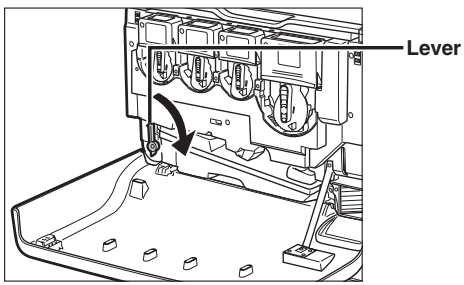


5 Insert the new waste toner container.

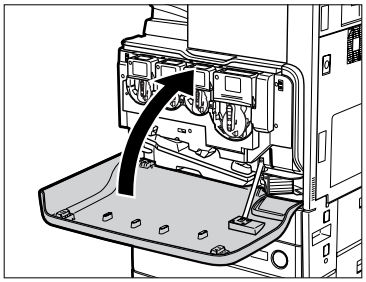
When inserting the new waste toner container, line up the part indicated by the circle on the waste toner container with the main unit, as shown below.



6 Return the lever to its original position.



7 Close the front cover of the main unit.



CAUTION

When closing the front cover, be careful not to get your fingers caught, as this may result in personal injury.

Routine Cleaning

If the original is not copied clearly, clean the following parts of the machine. For high-quality printouts, we recommend cleaning these parts once or twice a month.

- Platen glass
- Underside of the platen cover
- Feeder/Feeder's roller

WARNING

- **When cleaning the machine, first turn OFF the main power switch, and disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.**
- **Do not use alcohol, benzene, paint thinner, or other solvents for cleaning. Doing so may result in damage to the plastic parts.**
- **Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.**

Platen Glass and Underside of the Feeder/Platen Cover

Clean the platen glass and the underside of the feeder/platen cover by following the procedure below.

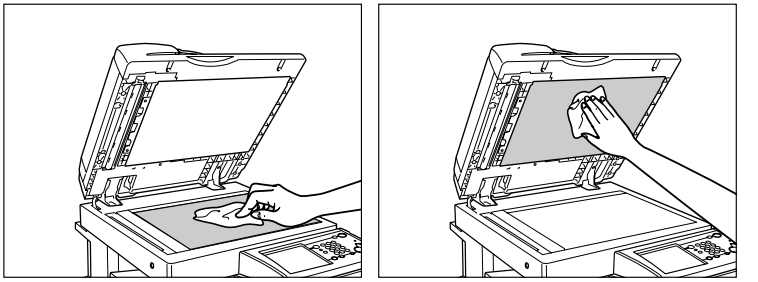
IMPORTANT

If the platen glass or the underside of the feeder/platen cover is dirty, the original may not be scanned clearly, or the size of the original may be detected incorrectly.

NOTE

Cleaning the underside of the platen cover is necessary only if the platen cover is attached.

1 **Clean the platen glass and the underside of the feeder/platen cover with a cloth dampened with water, and then wipe them with a soft, dry cloth.**



CAUTION

Do not dampen the cloth too much, as this may damage the original or break the machine.

Manual Feeder Cleaning

If originals that have been fed through the feeder have streaks or appear dirty, clean the feeder's rollers.

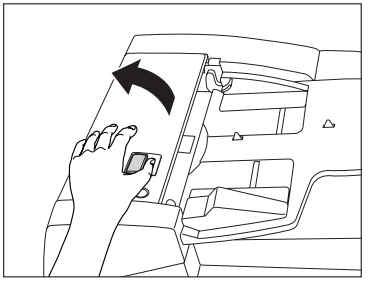
CAUTION

Do not dampen the cloth too much, as this may damage the original or break the machine.

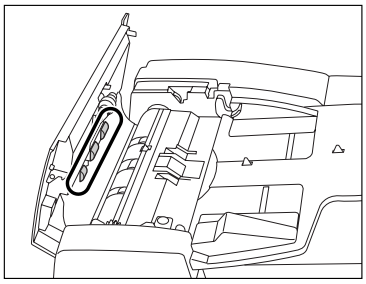
IMPORTANT

- Spin the rollers while cleaning them.
- This procedure is necessary only if the optional Feeder (DADF-L1) is attached.

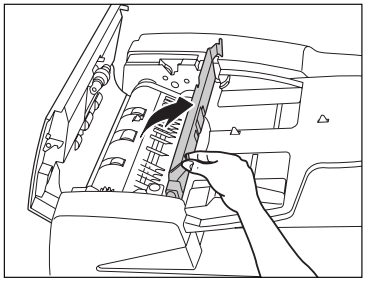
1 **Open the feeder cover.**



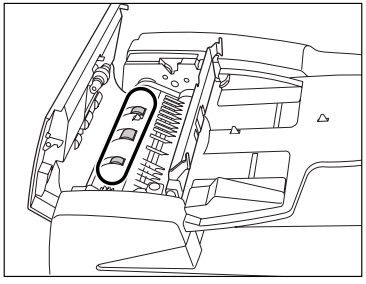
2 **Clean the rollers (a total of three places) inside the feeder cover with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.**



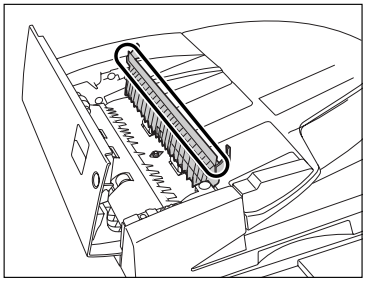
3 **Open the inner cover, holding it by its front tab.**



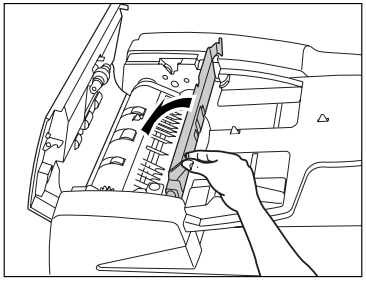
4 **Clean the rollers (a total of three places) inside the inner cover with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.**



5 **Clean the transparent plastic part of the inner cover with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.**



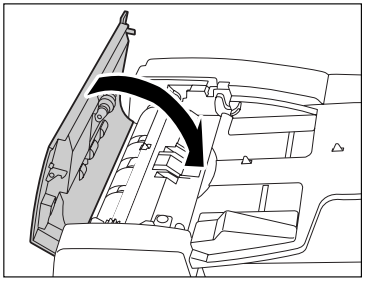
6 **Close the inner cover.**



CAUTION

When closing the inner cover, be careful not to get your fingers caught, as this may result in personal injury.

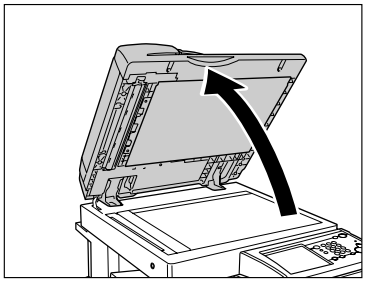
7 **Close the feeder cover.**



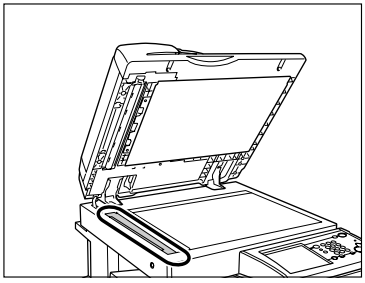
CAUTION

When closing the feeder cover, be careful not to get your fingers caught, as this may result in personal injury.

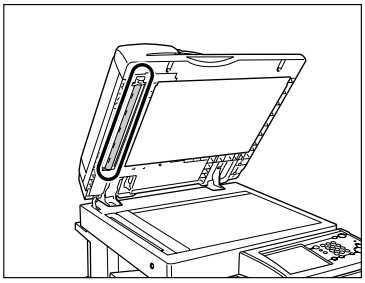
8 **Lift the feeder.**



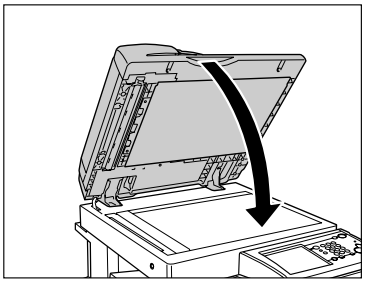
9 **Clean the feeder scanning area with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.**



10 **Clean the part located next to the rubber roller with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.**



11 Close the feeder.



CAUTION

- **When closing the feeder, be careful not to get your fingers caught, as this may result in personal injury.**
- **Be aware that the light emitted from the platen glass may be very bright when closing the feeder.**

Cleaning the Inside of the Main Unit

If streaks appear on printed output, or random parts of the printed image are missing, the inside of the main unit may be dirty. In this case, clean the inside of the main unit, as described below.

NOTE

It takes approximately three minutes and 10 seconds to clean the inside of the main unit.

1 Press (Additional Functions) → [Adjustment/Cleaning] → [Cleaning inside Main Unit].

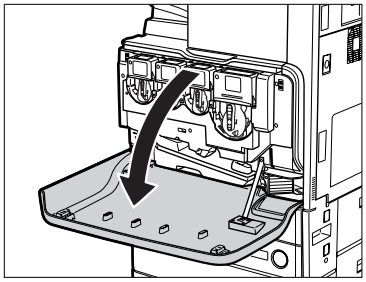
2 Press [Start].

When cleaning is complete, try printing again.

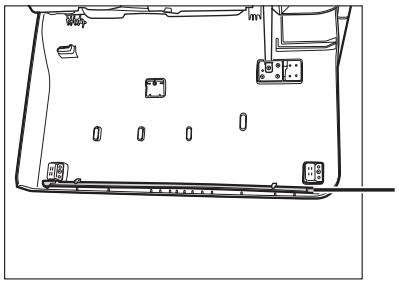
Cleaning the Dust Proof Glass

If the dust proof glass is dirty, print defects may occur on the print output. Follow the procedure described below to clean the dust proof glass.

1 Open the front cover of the main unit.

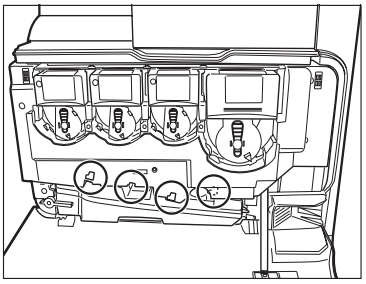


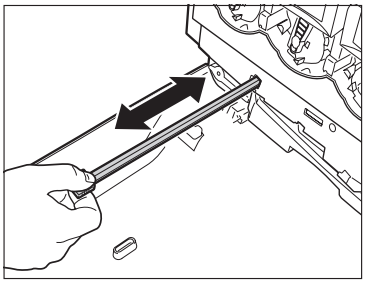
2 Remove the dust proof glass cleaner from the rear side of the front cover.



3 Grip the dust proof glass cleaner by its tab, and slowly pull and push it back and forth inside the machine (five or six times).

Clean the four locations as shown below. There are marks on the main unit that indicate the cleaning locations. Check these marks when cleaning the dust proof glass.

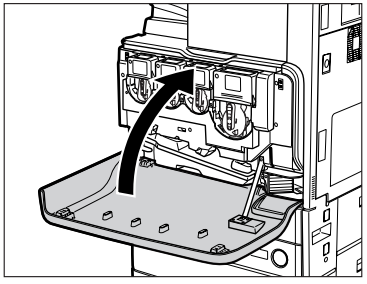




4 When you have finished cleaning the dust proof glass, gently push the dust proof glass cleaner back onto the rear side of the front cover.

Place the dust proof glass cleaner back on the rear side of the front cover with its tip facing the left direction.

5 Close the front cover of the main unit.



CAUTION

When closing the front cover of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

Automatic Feeder Cleaning

If your originals have black streaks or appear dirty after scanning them through the feeder, clean the roller of the feeder by repeatedly feeding blank sheets of paper through it.

IMPORTANT

This procedure is necessary only if the optional Feeder (DADF-L1) is attached.

NOTE

It takes approximately 25 seconds to clean the feeder.

---

1 Press (Additional Functions) → [Adjustment/Cleaning] → [Feeder Cleaning].

2 Place 10 sheets of blank paper into the feeder → press [Start].

Make sure that you fan the sheets of paper well.

Use LTR paper (16 to 20 lb bond (60 to 80 g/m^2)).

When cleaning is complete, try scanning again.

NOTE

To cancel feeder cleaning while it is in progress, press [Cancel].

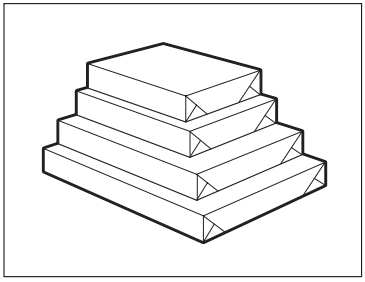
Consumables

The following consumables are available from Canon. For more information, contact your local authorized Canon dealer.

We recommend that you order paper stock and toner from your local authorized Canon dealer before your stock runs out.

■ Paper Stock

In addition to plain paper (11" x 17", LGL, LTR, and STMT), recycled paper, color paper, transparencies (recommended for this machine), tracing paper, labels, and other types of paper stock are available. For more information, contact your local authorized Canon dealer.



CAUTION

Do not store paper in places exposed to open flames, as this may cause the paper to ignite, resulting in burns or a fire.

IMPORTANT

To prevent moisture build-up, tightly wrap any remaining paper in its original package for storage.

NOTE

- For high-quality printouts, use paper recommended by Canon.
- Some commercially available paper types are not suited for this machine. Contact your local authorized Canon dealer when you need to purchase paper.

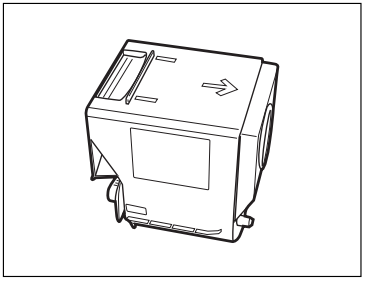
■ Toner

If a message prompting you to replace the toner cartridge appears on the touch panel display, replace the used toner cartridge with a new one of the color displayed.

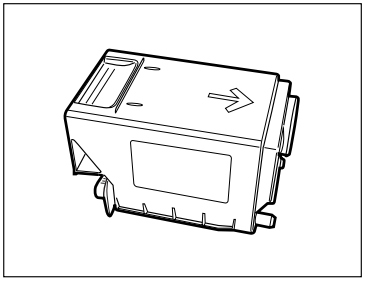
Toner comes in four colors: black, cyan, magenta, and yellow.

Check the toner color that you need to replace before ordering toner from your local authorized Canon dealer. Also, when replacing the toner cartridge, make sure that you replace toner of the correct color.

Use only toner cartridges intended for use with this machine.



Black Toner Cartridge



Cyan, Magenta, or Yellow Toner Cartridge

WARNING

- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.**
- **Do not store toner cartridges in places exposed to open flames, as this may cause the toner to ignite, resulting in burns or a fire.**

CAUTION

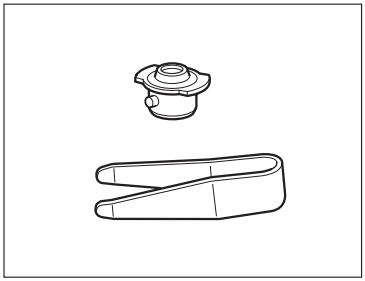
Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

IMPORTANT

Store toner cartridges in a cool location, away from direct sunlight. (The recommended storage conditions are: temperatures below 86°F, and humidity below 80%.)

■ Stamp Cartridge

The stamp cartridge is used to stamp originals. Use the tweezers provided to remove and replace the stamp cartridge when necessary.



■ Genuine Supplies

Canon has developed and manufactured Toner, Parts, and Supplies specifically for use in this machine. For optimal print quality and for optimal machine performance and productivity, we recommend that you use Genuine Canon Toner, Parts, and Supplies. Contact your Canon Authorized Dealer or Service Provider for Genuine Canon Supplies.

Troubleshooting

8
CHAPTER

This chapter explains what to do in response to a paper jam in the main unit, or optional units, and an error message display.

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Reducing the Frequency of Paper Jams

If paper jams occur frequently, even though there is no apparent problem with the machine, either one of the following two reasons may be the cause. Follow the instructions described below to reduce the frequency of paper jams.

■ **There are torn pieces of paper left inside the machine.**
Pulling jammed paper out of the machine by force may leave parts of the paper torn inside, leading to frequent paper jams. If paper tears while you are trying to remove jammed paper from the machine, make sure that you remove all of the torn pieces.

■ **The paper size dial is set incorrectly.**
Make sure that the paper size dial located on the right side of a paper drawer matches the size of the paper loaded in the paper drawer. If the paper size dial is set incorrectly, paper jams may occur more frequently.

Clearing Paper Jams

If a paper jam occurs, the following screens appear on the touch panel display.

IMPORTANT

The Finisher-Y1, Saddle Finisher-Y2, and Puncher Unit-M1 are not available for the Color imageRUNNER C2550.

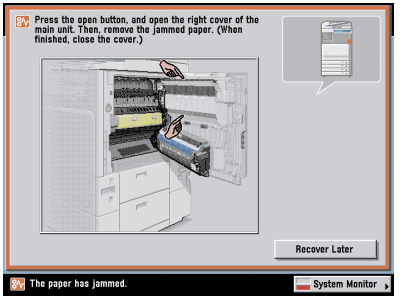
Screens Indicating the Locations of Paper Jams

The screen indicating the location of the paper jam and instructions on how to clear the paper jam appears on the touch panel display. This screen repeatedly appears on the touch panel display until the paper jam is entirely cleared.

■ Example of a Screen Indicating the Location of the Paper Jam

The location of the paper jam is indicated by a red circle in the upper right corner of the screen.

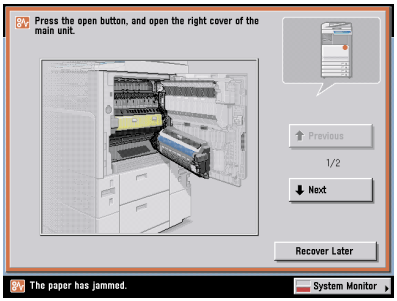
If you press [Recover Later], you can continue operations, such as setting modes and scanning originals, even if the jammed paper is not removed immediately.


Press the open button, and open the right cover of the main unit. Then, remove the jammed paper. (When finished, close the cover.)
Recover Later
The paper has jammed.
System Monitor

IMPORTANT

- If a paper jam occurs in the feeder, you cannot continue operating the machine. Follow the directions on the touch panel display to clear the paper jam. (See "Feeder (DADF-L1) (Optional)," on p. 8-36.)
- If the MEAP screen is displayed, a message appears in the Job/Print monitor area. Press [System Monitor] → follow the procedures that appear on the touch panel display to help you remove the jammed paper.

■ Example of a Screen Indicating How to Clear the Paper Jam



WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

- **When removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.**
- **When removing jammed originals or paper, take care not to cut your hands on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.**
- **After clearing all paper jams, remove your hands from the machine immediately. Even if the machine is not in operation, your hands, hair, or clothing may get caught in the feed rollers, which could result in personal injury or damage if the machine suddenly starts printing.**

NOTE

If paper is jammed in several locations, remove the jammed paper in the order indicated on the touch panel display.

1 Inspect all paper jam locations indicated on the touch panel display, and remove any jammed paper.

See the appropriate pages below for instructions on finding and removing jammed paper. Or, you can follow the instructions on the touch panel display.

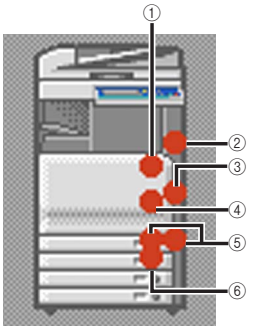
If jammed paper tears while it is being removed, be sure to remove any remaining pieces from inside the machine.

IMPORTANT

If the machine's power is turned OFF when there is a paper jam, detection of paper jams in the paper drawers is not possible after the power is turned back ON. Clear paper jams without turning the power OFF.

NOTE

- Some areas that are shown to have paper jams may not actually have paper jams. However, always check all locations indicated on the touch panel display in the order that is given.
- The following image, which is displayed in the upper right corner of the screen, indicates the possible locations where paper jams may occur. The page number describing how to remove the jammed paper is also shown below.



① Fixing Unit (See "Fixing Unit (Inside the Main Unit)," on p. 8-11.)

② Entrance of Duplexing Unit (See "Entrance of Duplexing Unit (Inside the Main Unit)," on p. 8-13.)

③ Duplexing Unit (See "Duplexing Unit (Inside the Main Unit)," on p. 8-16.)

④ Stack Bypass (See "Stack Bypass," on p. 8-18.)

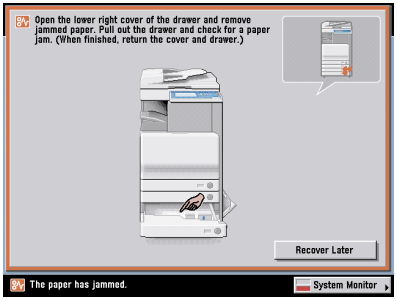
⑤ Paper Drawer 1 (See "Paper Drawer 1," on p. 8-21.)

⑥ Paper Drawer 2 (See "Paper Drawer 2," on p. 8-26.)

2 If a paper jam occurs inside an optional unit, see the instructions on the following pages.

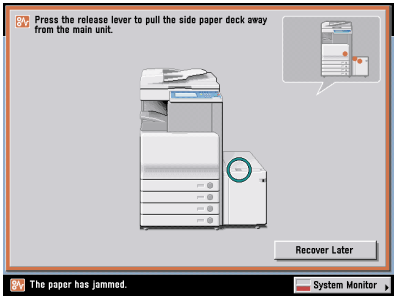
● Cassette Feeding Unit-Y3

❑ See "Cassette Feeding Unit-Y3 (Optional)," on p. 8-29.


Open the lower right cover of the drawer and remove jammed paper. Pull out the drawer and check for a paper jam. (When finished, return the cover and drawer.)
Recover Later
The paper has jammed.
System Monitor

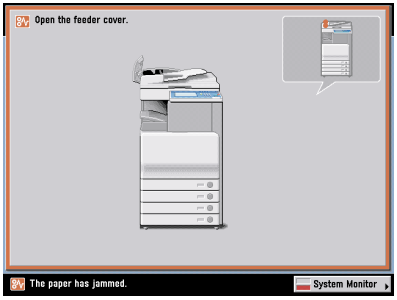
● Paper Deck-Z1

❑ See "Paper Deck-Z1 (Optional)," on p. 8-33.


Press the release lever to pull the side paper deck away from the main unit.
Recover Later
The paper has jammed.
System Monitor

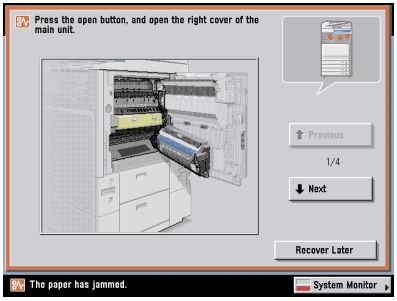
● Feeder (DADF-L1)

❑ See "Feeder (DADF-L1) (Optional)," on p. 8-36.



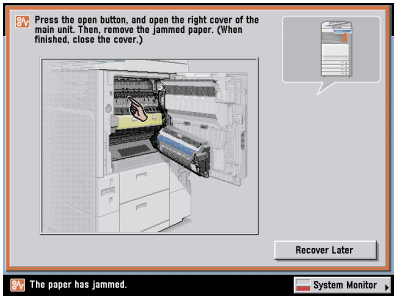
● Finisher-Z1

❑ See "Finisher-Z1 (Optional)," on p. 8-40.



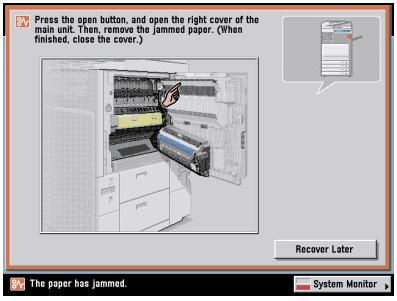
● Inner 2way Tray-D1

❑ See "Inner 2way Tray-D1 (Optional)," on p. 8-58.


Press the open button, and open the right cover of the main unit. Then, remove the jammed paper. (When finished, close the cover.)
Recover Later
The paper has jammed.
System Monitor

● Copy Tray-J1

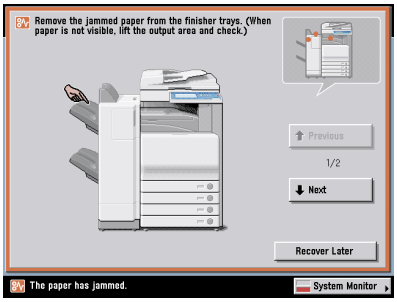
❑ See "Copy Tray-J1 (Optional)," on p. 8-61.


Press the open button, and open the right cover of the main unit. Then, remove the jammed paper. (When finished, close the cover.)
Recover Later
The paper has jammed.
System Monitor

● Finisher-Y1

❑ See "Inside the Top Cover of the Finisher-Y1 or Saddle Finisher-Y2 (Optional)," on p. 8-44.

❑ See "Inside the Buffer Pass Unit-E2 of the Finisher-Y1 or Saddle Finisher-Y2 (Optional)," on p. 8-47.


Remove the jammed paper from the finisher trays. (When paper is not visible, lift the output area and check.)
Previous
1/2
Next
Recover Later
The paper has jammed.
System Monitor

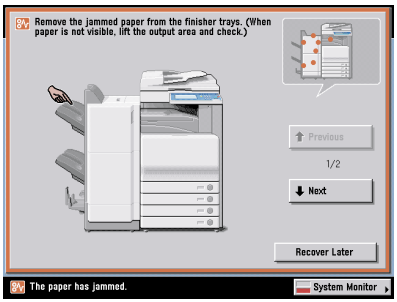
● Saddle Finisher-Y2

❑ See "Inside the Top Cover of the Finisher-Y1 or Saddle Finisher-Y2 (Optional)," on p. 8-44.

❑ See "Inside the Buffer Pass Unit-E2 of the Finisher-Y1 or Saddle Finisher-Y2 (Optional)," on p. 8-47.

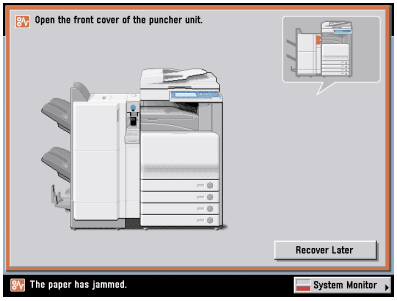
❑ See "Inside the Front Cover of the Saddle Finisher-Y2 (Optional)," on p. 8-49.

❑ See "Saddle Stitcher Unit (Optional)," on p. 8-52.


Remove the jammed paper from the finisher trays. (When paper is not visible, lift the output area and check.)
Previous
1/2
Next
Recover Later
The paper has jammed.
System Monitor

● **Puncher Unit-M1**

❑ See "Puncher Unit-M1 (Optional)," on p. 8-56.



3 After you have removed all of the jammed paper at the locations indicated on the touch panel display, restore all levers and covers to their original positions.

4 Continue to follow the procedure and instructions on the touch panel display.

Once you have removed all of the jammed paper in locations other than the feeder, printing or copying resumes.

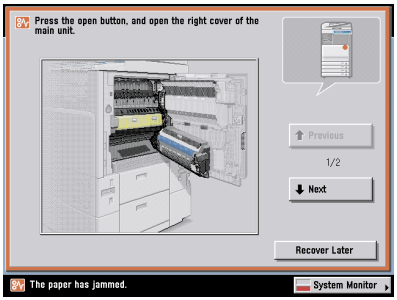
If there is paper that still needs to be removed, a screen indicating how to clear that paper jam appears on the touch panel display. Repeat the procedure from step 1.

NOTE

You do not have to re-enter the number of copies or prints, even if you are printing multiple sets. The machine automatically recalculates the number of copies or prints to make based on the number of sheets that have jammed.

Fixing Unit (Inside the Main Unit)

If a paper jam occurs in the fixing unit, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



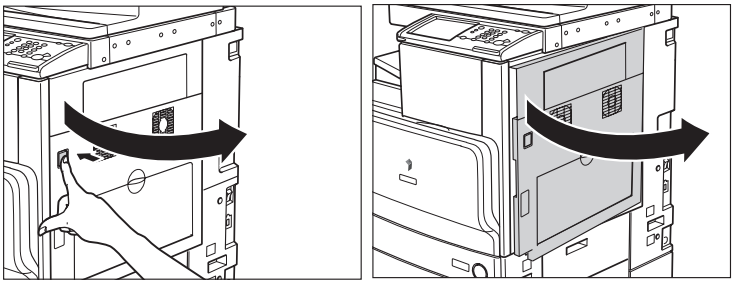
CAUTION

The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.

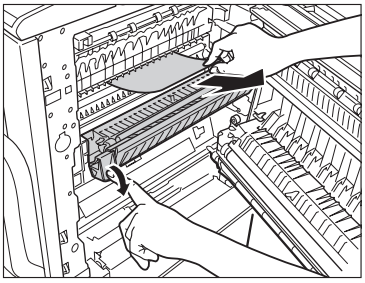
1 Press the button on the lower right cover of the main unit, and open the upper and lower right covers.

If the optional Paper Deck-Z1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see "Paper Deck-Z1," on p. 3-15.

If the optional Copy Tray-J1 is attached to the main unit, remove all of the output paper from the tray. For more information, see "Copy Tray-J1," on p. 3-36.



2 Pull down the upper cover of the fixing unit by its tab, and then remove any jammed paper.



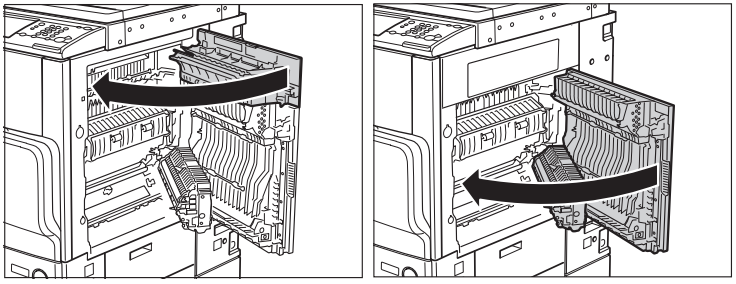
If you cannot remove the jammed paper, remove it from the lower part of the fixing unit.

⚠ CAUTION

The parts inside the fixing unit are subject to high-temperatures. When removing jammed paper, take care not to touch anything in this area, except the jammed paper and the upper cover.

3 Gently close the upper right cover and then close the lower right cover until it clicks into place in the closed position.

If the optional Paper Deck-Z1 was moved away from the main unit, reconnect it to the main unit. For more information, see "Paper Deck-Z1," on p. 3-15.



⚠ CAUTION

When closing the upper and lower right covers of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

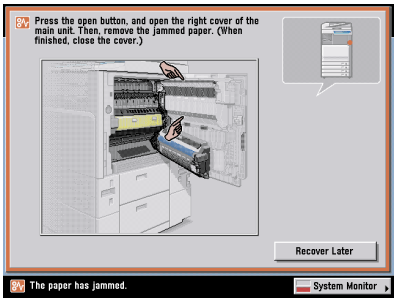
4 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Entrance of Duplexing Unit (Inside the Main Unit)

If a paper jam occurs in the entrance of the duplexing unit, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Press the open button, and open the right cover of the main unit. Then, remove the jammed paper. (When finished, close the cover.)
Recover Later
The paper has jammed.
System Monitor

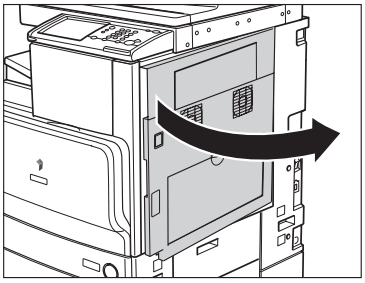
CAUTION

The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.

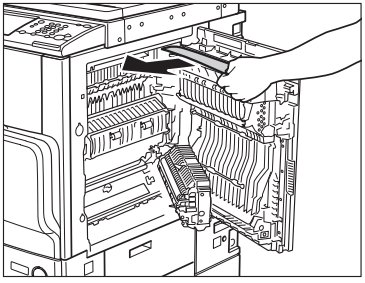
1 Press the button on the lower right cover of the main unit, and open the upper and lower right covers.

If the optional Paper Deck-Z1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see "Paper Deck-Z1," on p. 3-15.

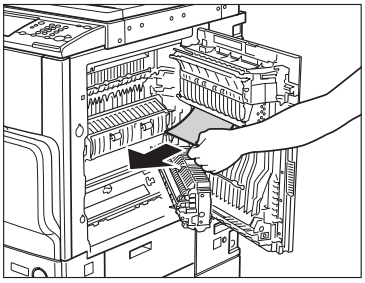
If the optional Copy Tray-J1 is attached to the main unit, remove all of the output paper from the tray. For more information, see "Copy Tray-J1," on p. 3-36.



2 Remove any jammed paper in the upper part of the duplexing unit.

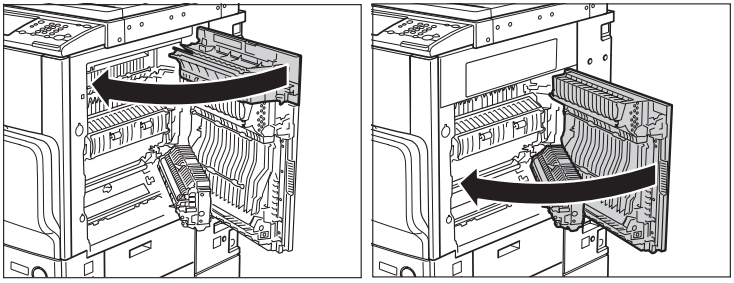


3 Remove any jammed paper in the lower part of the duplexing unit.



4 Gently close the upper right cover and then close the lower right cover until it clicks into place in the closed position.

If the optional Paper Deck-Z1 was moved away from the main unit, reconnect it to the main unit. For more information, see "Paper Deck-Z1," on p. 3-15.



CAUTION

When closing the upper and lower right covers of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

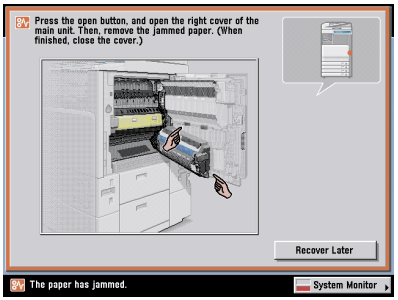
5 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Duplexing Unit (Inside the Main Unit)

If a paper jam occurs inside the duplexing unit, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Press the open button, and open the right cover of the main unit. Then, remove the jammed paper. (When finished, close the cover.)
Recover Later
The paper has jammed.
System Monitor

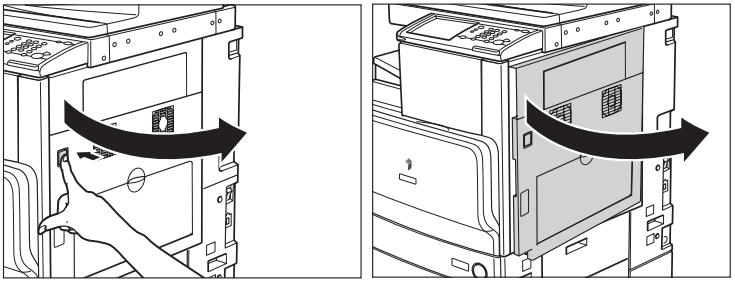
CAUTION

The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.

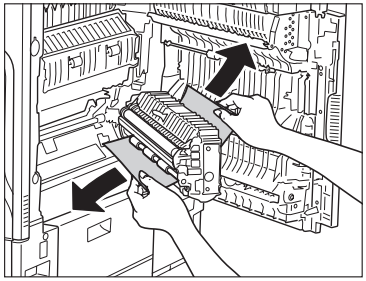
1 Press the button on the lower right cover of the main unit, and open the upper and lower right covers.

If the optional Paper Deck-Z1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see "Paper Deck-Z1," on p. 3-15.

If the optional Copy Tray-J1 is attached to the main unit, remove all of the output paper from the tray. For more information, see "Copy Tray-J1," on p. 3-36.

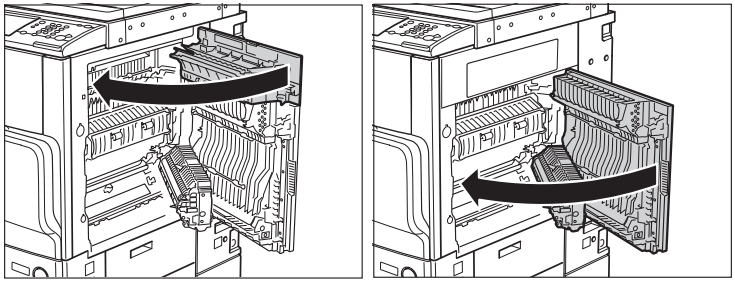


2 Remove any jammed paper.



3 Gently close the upper right cover and then close the lower right cover until it clicks into place in the closed position.

If the optional Paper Deck-Z1 was moved away from the main unit, reconnect it to the main unit. For more information, see "Paper Deck-Z1," on p. 3-15.



⚠ CAUTION

When closing the upper and lower right covers of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

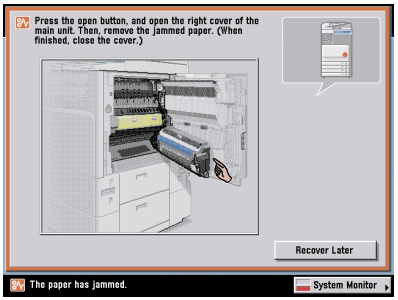
4 Follow the instructions on the touch panel display.

NOTE

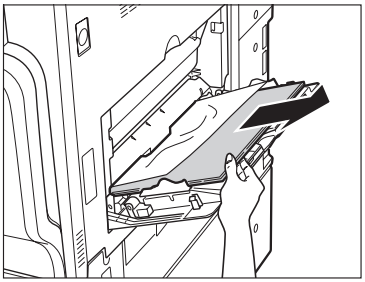
The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Stack Bypass

If a paper jam occurs inside the stack bypass, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Press the open button, and open the right cover of the main unit. Then, remove the jammed paper. (When finished, close the cover.)
Recover Later
The paper has jammed.
System Monitor

1 Remove all of the paper that is not jammed from the stack bypass.

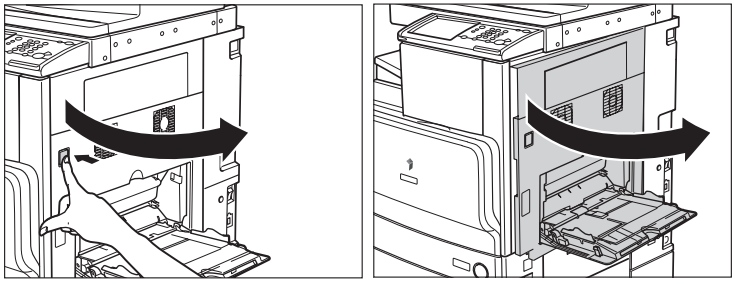


2 Remove any jammed paper.

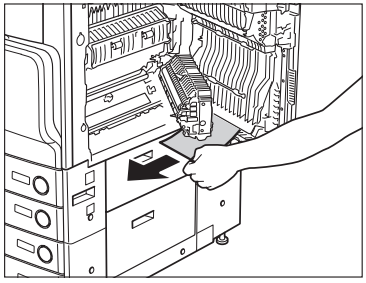
3 Press the button on the lower right cover of the main unit, and open the upper and lower right covers.

If the optional Paper Deck-Z1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see "Paper Deck-Z1," on p. 3-15.

If the optional Copy Tray-J1 is attached to the main unit, remove all of the output paper from the tray. For more information, see "Copy Tray-J1," on p. 3-36.

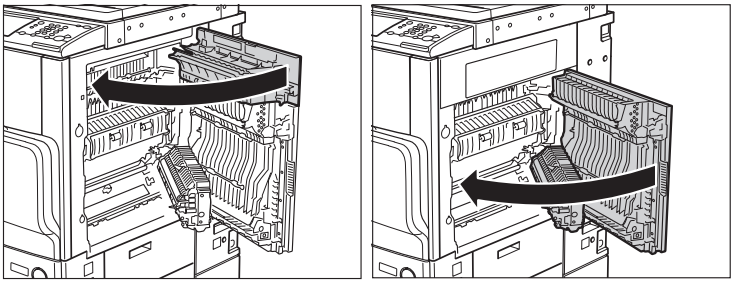


4 Remove any jammed paper from the stack bypass inside the lower right cover of the main unit.



5 Gently close the upper right cover and then close the lower right cover until it clicks into place in the closed position.

If the optional Paper Deck-Z1 was moved away from the main unit, reconnect it to the main unit. For more information, see "Paper Deck-Z1," on p. 3-15.



CAUTION

When closing the upper and lower right covers of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

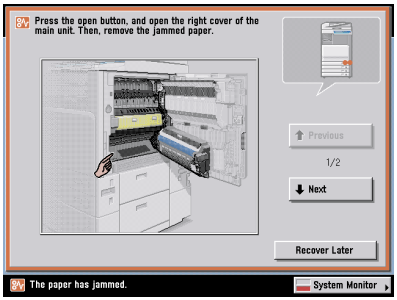
6 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Paper Drawer 1

If a paper jam occurs inside Paper Drawer 1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Press the open button, and open the right cover of the main unit. Then, remove the jammed paper.
Previous
1/2
Next
Recover Later
The paper has jammed.
System Monitor

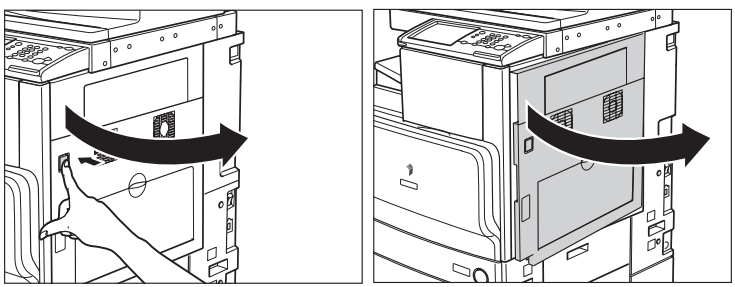
CAUTION

When removing jammed paper, take care not to cut your hands on the edges of the paper.

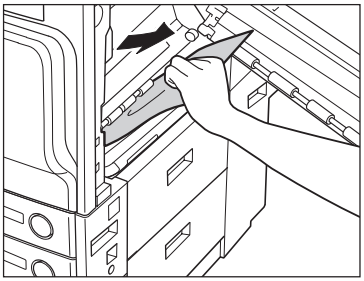
1 Press the button on the lower right cover of the main unit, and open the upper and lower right covers.

If the optional Paper Deck-Z1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see "Paper Deck-Z1," on p. 3-15.

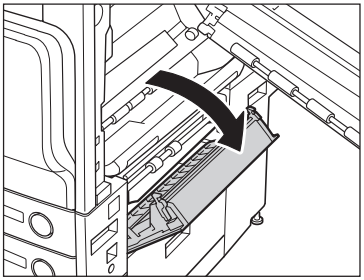
If the optional Copy Tray-J1 is attached to the main unit, remove all of the output paper from the tray. For more information, see "Copy Tray-J1," on p. 3-36.



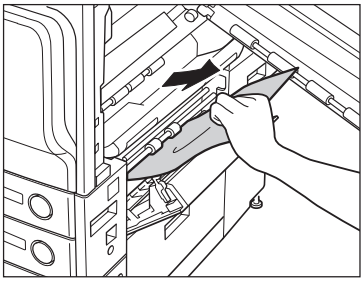
2 Remove any jammed paper.



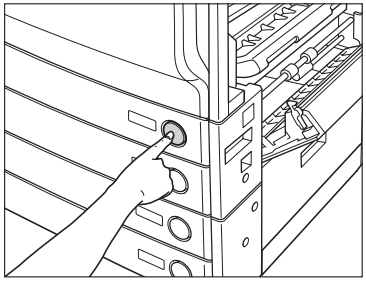
3 Open the paper drawer's upper right cover.



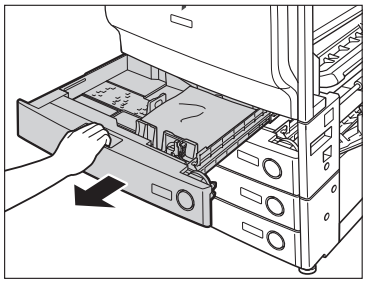
4 Remove any jammed paper.



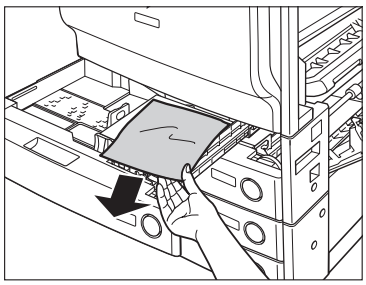
5 **Press and release the button on Paper Drawer 1.**



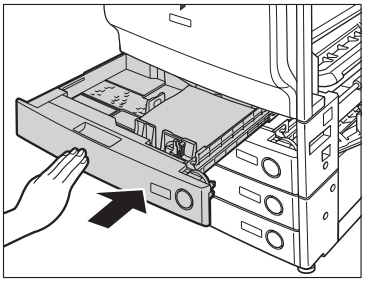
6 **Grip the handle, and pull out the paper drawer until it stops.**



7 **Remove any jammed paper.**



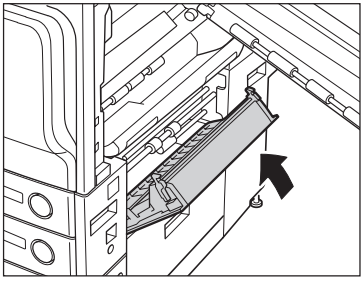
8 Gently push Paper Drawer 1 back into the machine until it clicks into place in the closed position.



CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

9 Close the paper drawer's upper right cover.

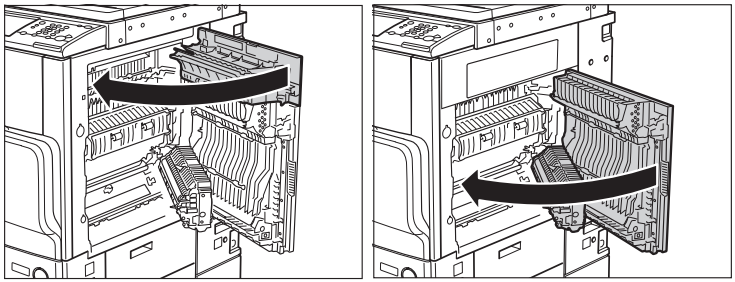


CAUTION

When closing the paper drawer's upper right cover, be careful not to get your fingers caught, as this may result in personal injury.

10 Gently close the upper right cover and then close the lower right cover until it clicks into place in the closed position.

If the optional Paper Deck-Z1 was moved away from the main unit, reconnect it to the main unit. For more information, see "Paper Deck-Z1," on p. 3-15.



CAUTION

When closing the upper and lower right covers of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

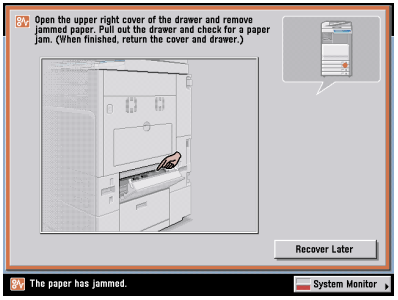
11 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Paper Drawer 2

If a paper jam occurs inside Paper Drawer 2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.

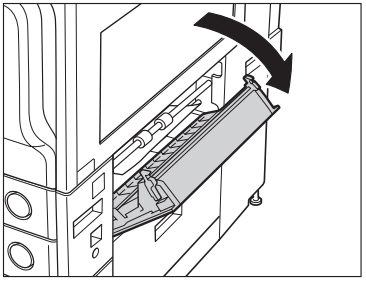

Open the upper right cover of the drawer and remove jammed paper. Pull out the drawer and check for a paper jam. (When finished, return the cover and drawer.)
Recover Later
The paper has jammed.
System Monitor

CAUTION

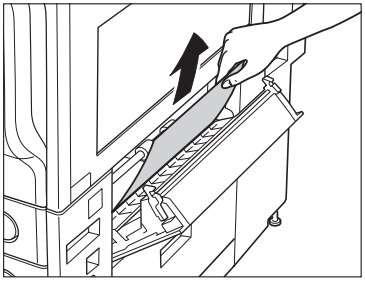
When removing jammed paper, take care not to cut your hands on the edges of the paper.

1 Open the paper drawer's upper right cover.

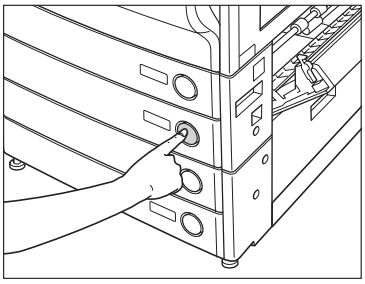
If the optional Paper Deck-Z1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see "Paper Deck-Z1," on p. 3-15.



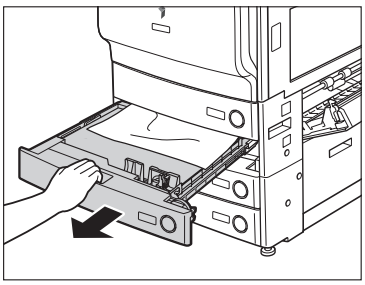
2 **Remove any jammed paper.**



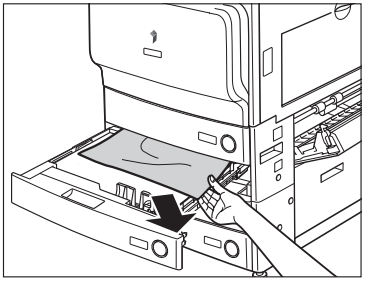
3 **Press and release the button on Paper Drawer 2.**



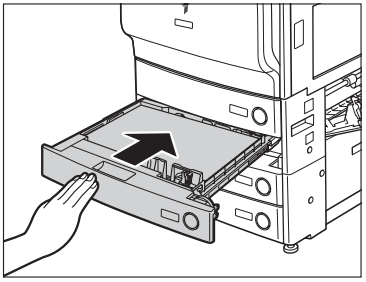
4 **Grip the handle, and pull out the paper drawer until it stops.**



5 Remove any jammed paper.



6 Gently push Paper Drawer 2 back into the machine until it clicks into place in the closed position.

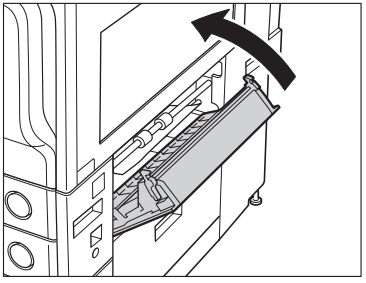


CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

7 Close the paper drawer's upper right cover.

If the optional Paper Deck-Z1 was moved away from the main unit, reconnect it to the main unit. For more information, see "Paper Deck-Z1," on p. 3-15.



CAUTION

When closing the paper drawer's upper right cover, be careful not to get your fingers caught, as this may result in personal injury.

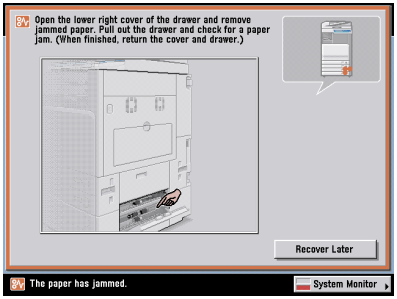
8 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Cassette Feeding Unit-Y3 (Optional)

If a paper jam occurs inside the optional Cassette Feeding Unit-Y3, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Open the lower right cover of the drawer and remove jammed paper. Pull out the drawer and check for a paper jam. (When finished, return the cover and drawer.)
Recover Later
The paper has jammed.
System Monitor

WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

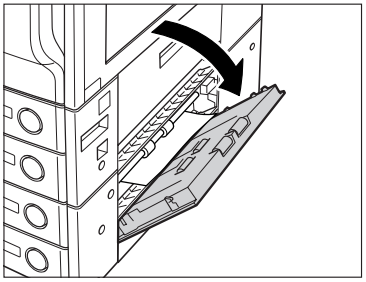
When removing jammed paper, take care not to cut your hands on the edges of the paper.

IMPORTANT

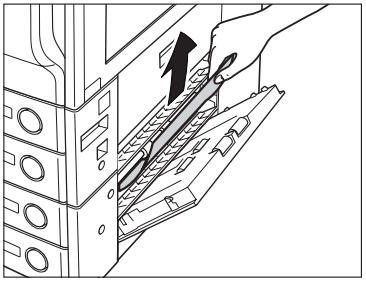
If paper is jammed inside the cassette feeding unit, make sure to remove any jammed paper from inside the lower right cover first. Removing jammed paper from the cassette feeding unit first may tear the jammed paper, and leave pieces of the paper jammed inside the machine.

1 Open the lower right cover of the cassette feeding unit.

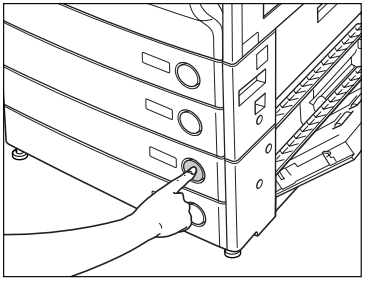
If the optional Paper Deck-Z1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see "Paper Deck-Z1," on p. 3-15.



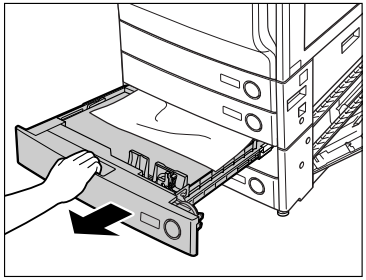
2 Remove any jammed paper.



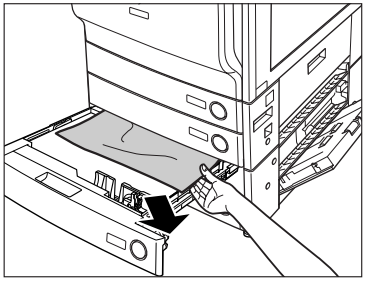
3 Press and release the button on the paper drawer indicated on the touch panel display.



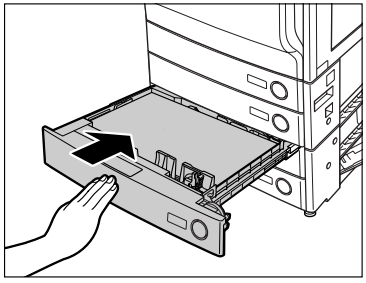
4 **Grip the handle, and pull out the paper drawer until it stops.**



5 **Remove any jammed paper.**



6 **Gently push the paper drawer back into the machine until it clicks into place in the closed position.**

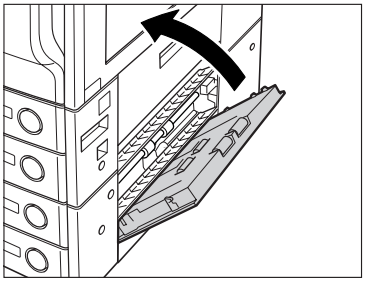


CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

7 Close the lower right cover of the cassette feeding unit.

If the optional Paper Deck-Z1 was moved away from the main unit, reconnect it to the main unit. For more information, see "Paper Deck-Z1," on p. 3-15.



CAUTION

When closing the lower right cover of the cassette feeding unit, be careful not to get your fingers caught, as this may result in personal injury.

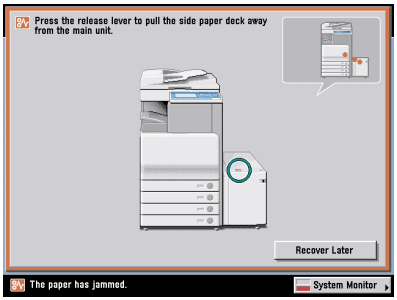
8 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Paper Deck-Z1 (Optional)

If a paper jam occurs in the optional Paper Deck-Z1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Press the release lever to pull the side paper deck away from the main unit.
Recover Later
The paper has jammed.
System Monitor

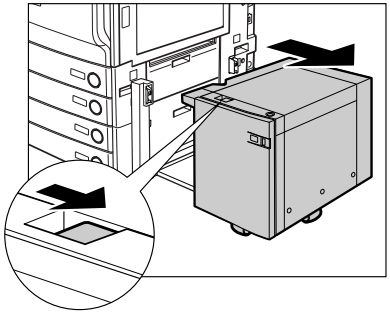
WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

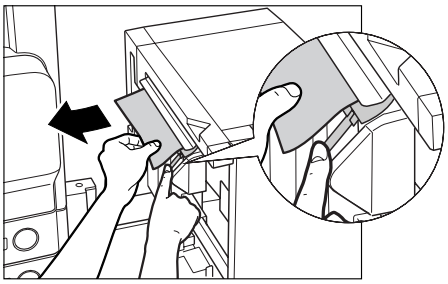
CAUTION

When removing jammed paper, take care not to cut your hands on the edges of the paper.

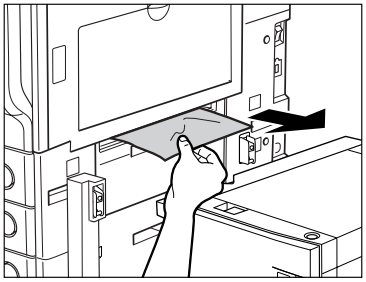
1 Press the release button, and move the paper deck away from the main unit.



2 Push down the lever on the side of the paper deck that attaches to the main unit, and remove any jammed paper from the feeding area.

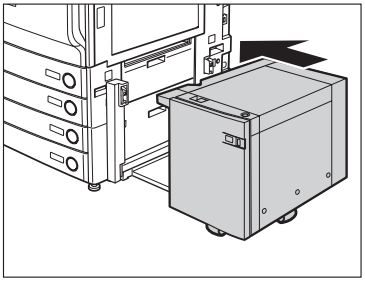


Paper can also be jammed in the feeding slot on the side of the main unit. Remove any jammed paper from the feeding slot.



3 Reconnect the paper deck to the main unit.

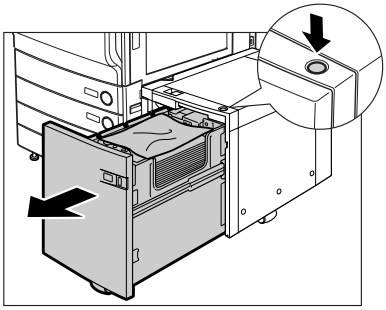
If the screen indicating the paper jam is no longer displayed after reconnecting the paper deck to the main unit, proceed to step 7.



CAUTION

When reconnecting the paper deck to the main unit, be careful not to get your fingers caught, as this may result in personal injury.

4 Press the open button to open the paper deck.



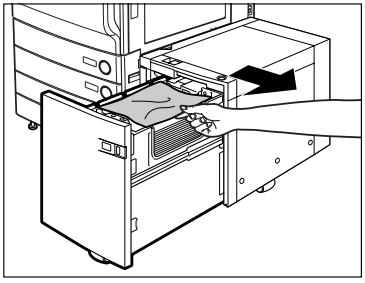
The inside lifter descends automatically.

IMPORTANT

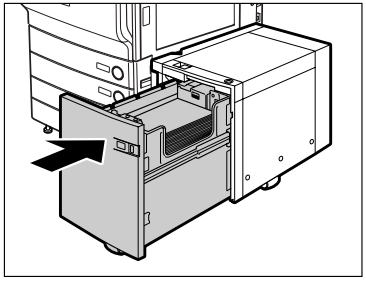
If the machine is in the Sleep mode (the touch panel is not displayed, and only the main power indicator is lit), you may not be able to open the paper deck. In this case, press the control panel power switch to reactivate the machine, then press the open button on the paper deck.

5 Remove any jammed paper.

Look carefully, as jammed paper may be difficult to see.



6 Close the paper deck.



CAUTION

When closing the paper deck, be careful not to get your fingers caught, as this may result in personal injury.

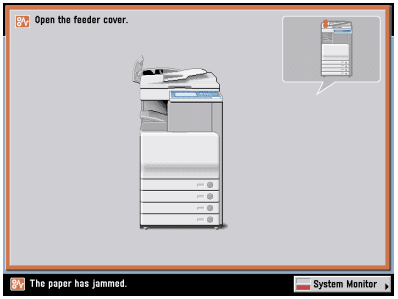
7 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Feeder (DADF-L1) (Optional)

If a paper jam occurs in the optional Feeder (DADF-L1), a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



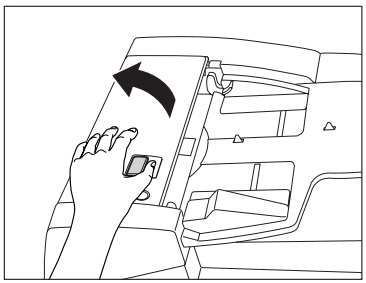
WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

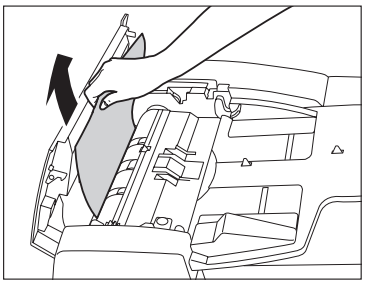
When removing jammed originals, take care not to cut your hands on the edges of the originals.

1 Open the feeder cover.

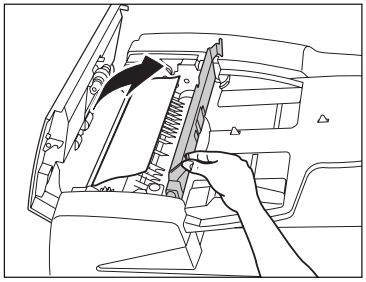


2 Remove any jammed originals.

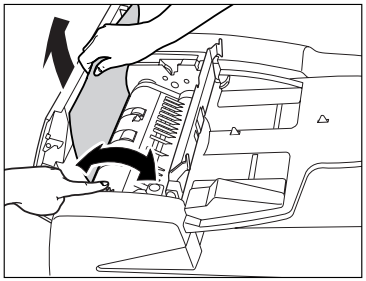
If there is difficulty in removing jammed paper, do not try to remove it forcibly, and proceed to step 3.



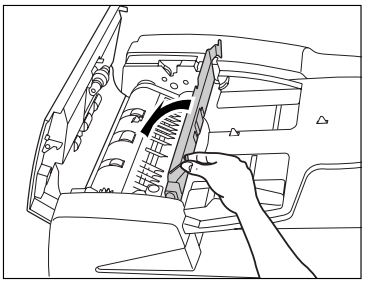
3 Open the inner cover, holding it by its front tab.



4 Turn the feed dial, and remove any jammed originals.



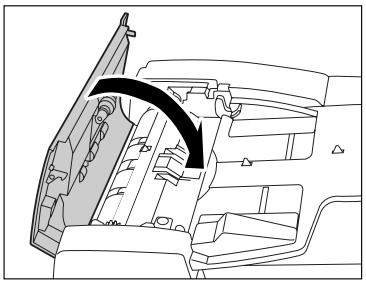
5 Close the inner cover.



CAUTION

When closing the inner cover, be careful not to get your fingers caught, as this may result in personal injury.

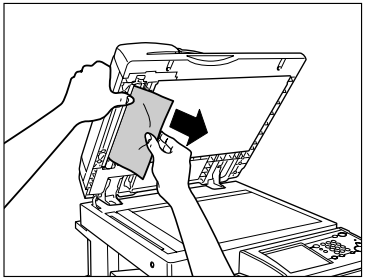
6 Close the feeder cover.



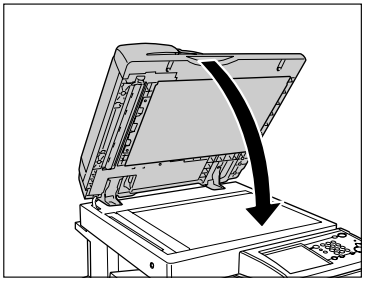
CAUTION

When closing the feeder cover, be careful not to get your fingers caught, as this may result in personal injury.

7 Lift the feeder, and remove any jammed originals.



8 Close the feeder.



CAUTION

When closing the feeder, be careful not to get your fingers caught, as this may result in personal injury.

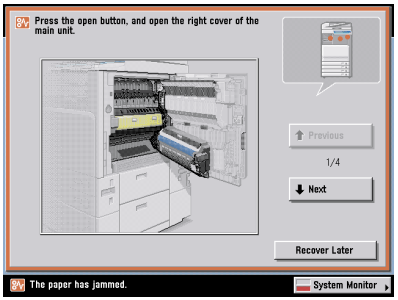
9 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Finisher-Z1 (Optional)

If a paper jam occurs in the optional Finisher-Z1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

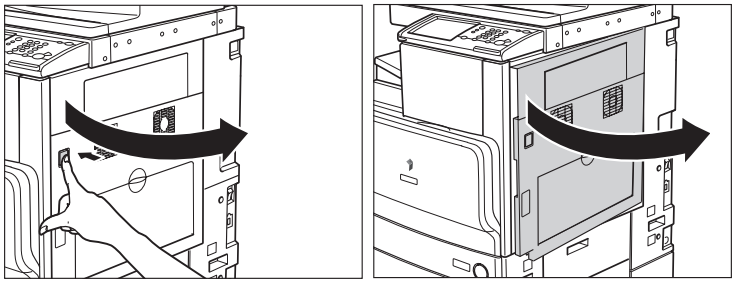
CAUTION

- **When removing jammed paper, take care not to cut your hands on the edges of the paper.**
- **When removing jammed paper, take care not to cut your hands on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

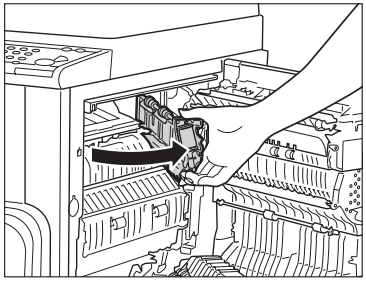
1 Press the button on the lower right cover of the main unit, and open the upper and lower right covers.

If the optional Paper Deck-Z1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see "Paper Deck-Z1," on p. 3-15.

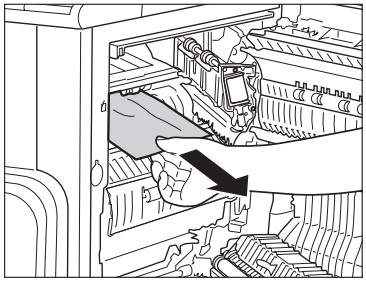
If the optional Copy Tray-J1 is attached to the main unit, remove all of the output paper from the tray. For more information, see "Copy Tray-J1," on p. 3-36.



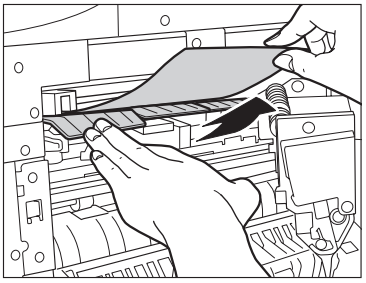
2 Pull out the paper output unit.



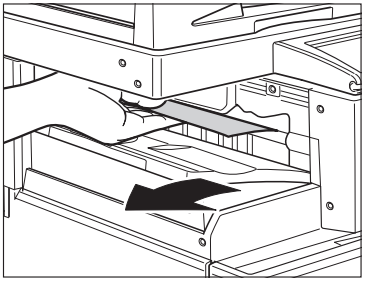
3 Remove any jammed paper in the paper output unit.



4 Pull down any one of the four inner guides, and remove any jammed paper.



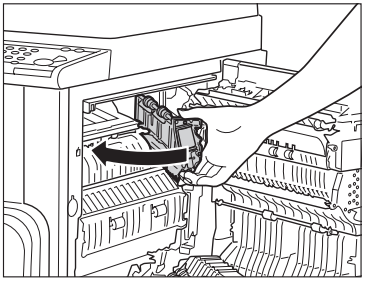
5 Remove any jammed paper protruding from the output tray.



IMPORTANT

If a paper jam occurs when you are printing in the Staple mode, do not remove the output sheets that are waiting to be stapled. (Printing and stapling resume after you clear the paper jam.)

6 Push the paper output unit back into its original position.

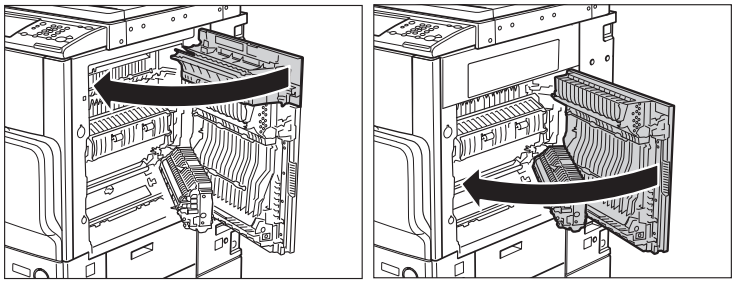


CAUTION

When pushing the paper output unit back into its original position, be careful not to get your fingers caught, as this may result in personal injury.

7 Gently close the upper right cover and then close the lower right cover until it clicks into place in the closed position.

If the optional Paper Deck-Z1 was moved away from the main unit, reconnect it to the main unit. For more information, see "Paper Deck-Z1," on p. 3-15.



CAUTION

When closing the upper and lower right covers of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

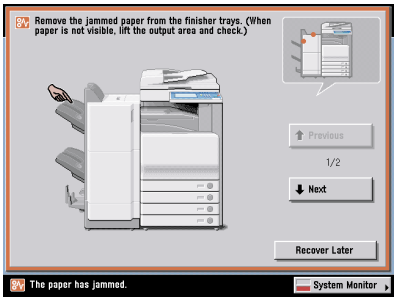
8 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Inside the Top Cover of the Finisher-Y1 or Saddle Finisher-Y2 (Optional)

If a paper jam occurs inside the top cover of the optional Finisher-Y1 or optional Saddle Finisher-Y2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Remove the jammed paper from the finisher trays. (When paper is not visible, lift the output area and check.)
Previous
1/2
Next
Recover Later
The paper has jammed.
System Monitor

WARNING

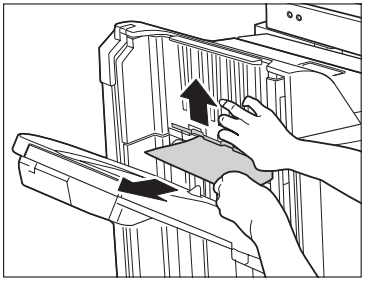
There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

- **When removing jammed paper, take care not to cut your hands on the edges of the paper.**
- **When removing jammed paper, take care not to cut your hands on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

1 Open the output slot on the outside of the finisher, and remove any jammed paper that is visible.

If you cannot see any jammed paper, check if any jammed paper is stuck inside the output area of the finisher.



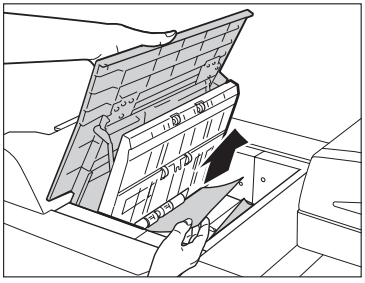
IMPORTANT

If a paper jam occurs when you are printing in the Staple mode, do not remove the output sheets that are waiting to be stapled. (Printing and stapling resume after you clear the paper jam.)

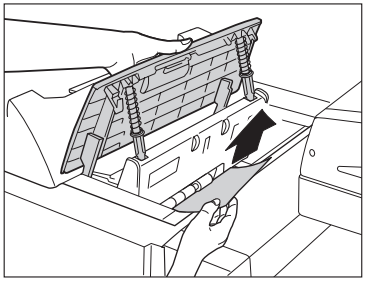
NOTE

When opening the output slot, lift the area indicated by the label on the output slot.

2 Open the top cover of the finisher, and remove any jammed paper.

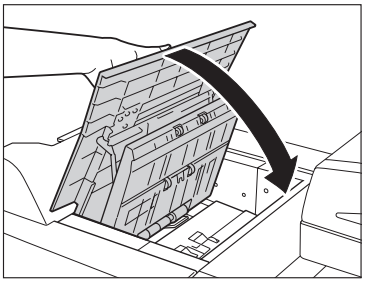


The Optional Saddle Finisher-Y2

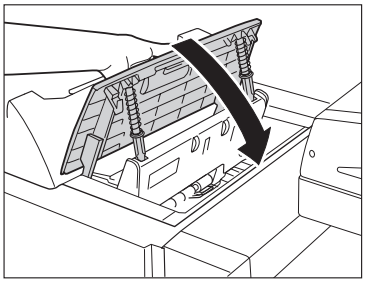


The Optional Finisher-Y1

3 Close the top cover of the finisher.



The Optional Saddle Finisher-Y2



The Optional Finisher-Y1

CAUTION

When closing the top cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

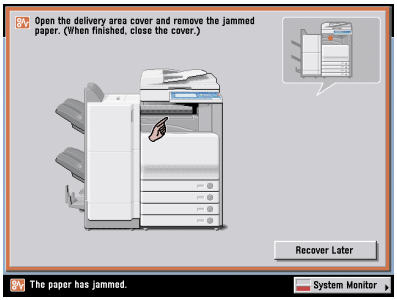
4 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Inside the Buffer Pass Unit-E2 of the Finisher-Y1 or Saddle Finisher-Y2 (Optional)

If a paper jam occurs inside the buffer pass unit of the optional Finisher-Y1 or optional Saddle Finisher-Y2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below and the procedure that appears on the touch panel display, to remove the jammed paper.


Open the delivery area cover and remove the jammed paper. (When finished, close the cover.)
Recover Later
The paper has jammed.
System Monitor

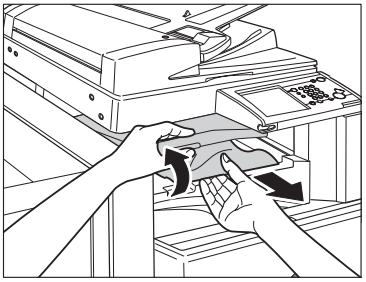
WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

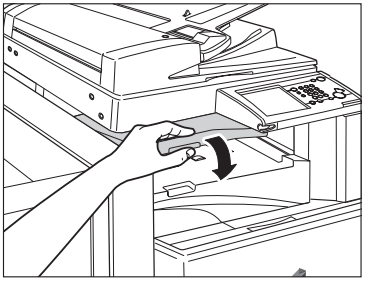
CAUTION

- **When removing jammed paper, take care not to cut your hands on the edges of the paper.**
- **When removing jammed paper, take care not to cut your hands on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

1 Open the buffer pass unit, and remove any jammed paper.



2 Close the buffer pass unit.



CAUTION

When closing the buffer pass unit, be careful not to get your fingers caught, as this may result in personal injury.

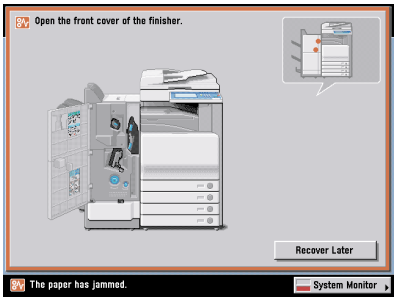
3 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Inside the Front Cover of the Saddle Finisher-Y2 (Optional)

If a paper jam occurs inside the front cover of the optional Saddle Finisher-Y2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



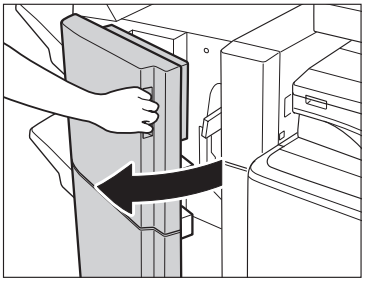
WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

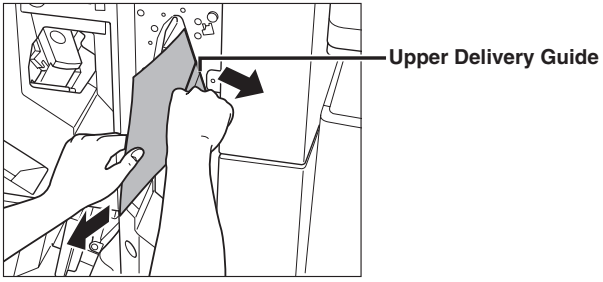
- **When removing jammed paper, take care not to cut your hands on the edges of the paper.**
- **When removing jammed paper, take care not to cut your hands on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

1 Open the front cover of the finisher.



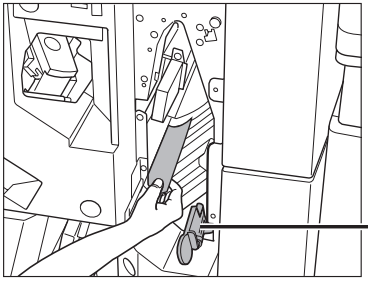
2 Tilt the upper delivery guide to the right, and remove any jammed paper.

Springs are attached to the upper delivery guide, so it returns to its original position when released.

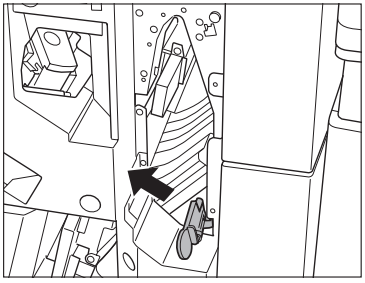


3 Tilt the lower delivery guide to the right, and remove any jammed paper.

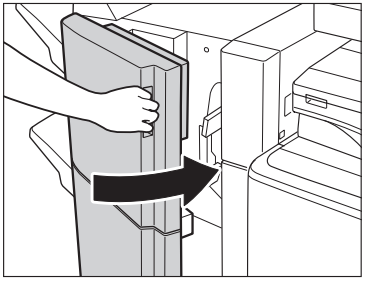
Turn the lever on the lower delivery guide to the right until it stops, and then tilt the lower delivery guide to the right.



4 Return the lower delivery guide to its original position.



5 Close the front cover of the finisher.



CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

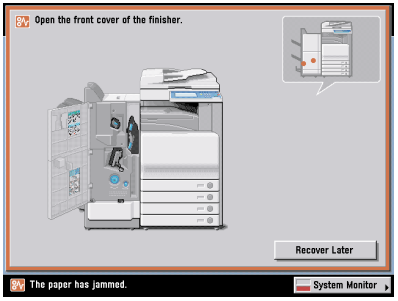
6 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Saddle Stitcher Unit (Optional)

If a paper jam occurs inside the saddle stitcher unit of the optional Saddle Finisher-Y2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



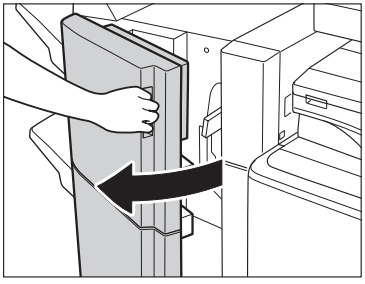
WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

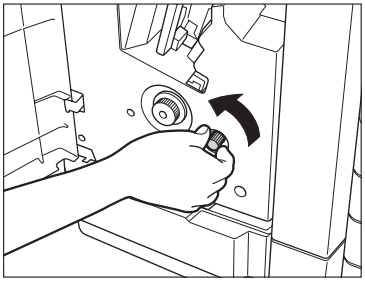
CAUTION

- **When removing jammed paper, take care not to cut your hands on the edges of the paper.**
- **When removing jammed paper, take care not to cut your hands on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

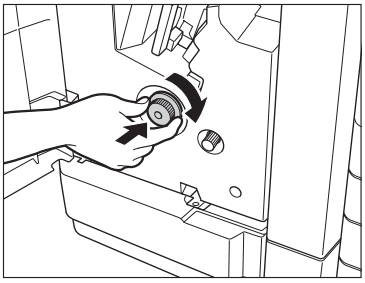
1 Open the front cover of the finisher.



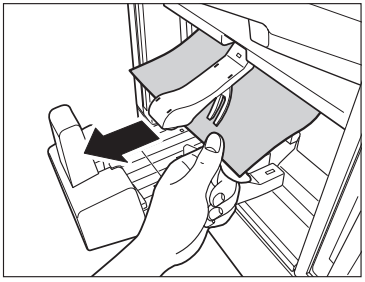
2 Turn the small knob on the right in the direction of the arrow (counterclockwise).



3 While pushing in the larger knob on the left, turn it in the direction of the arrow (clockwise).

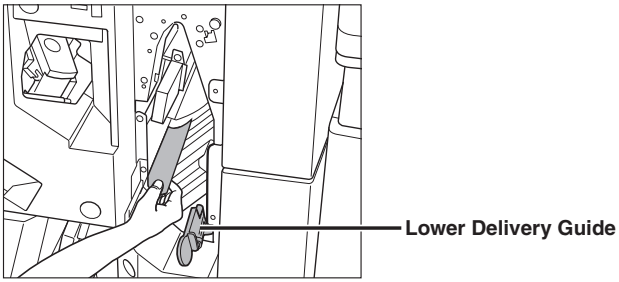


4 Remove any jammed paper protruding from the saddle stitcher unit.

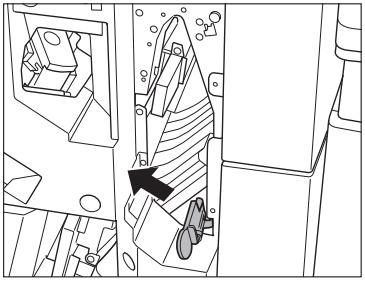


5 Tilt the lower delivery guide to the right, and remove any jammed paper.

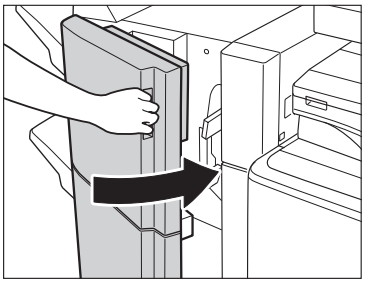
Turn the lever on the lower delivery guide to the right until it stops, and then tilt the lower delivery guide to the right.



6 Return the lower delivery guide to its original position.



7 Close the front cover of the finisher.



CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

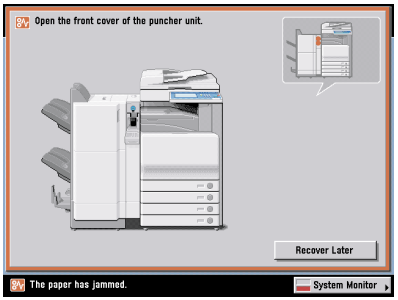
8 Follow the instructions on the touch panel display.

NOTE

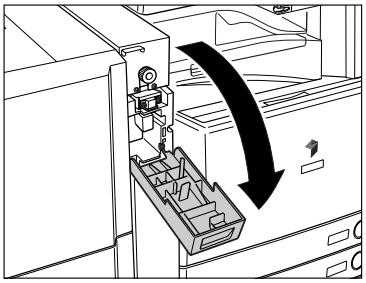
The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p 8-4.

Puncher Unit-M1 (Optional)

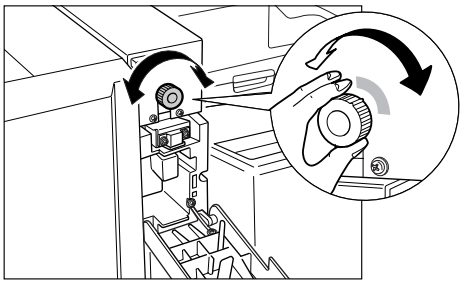
If a paper jam occurs inside the optional Puncher Unit-M1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



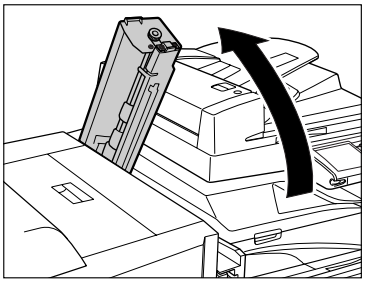
1 Open the front cover of the punch waste tray.



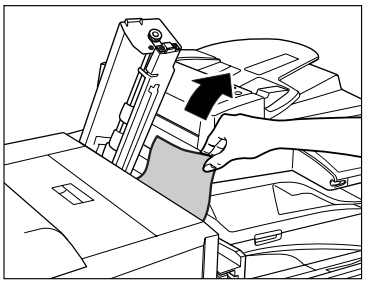
2 Align the pointed notch on the knob within the shaded region ( ).



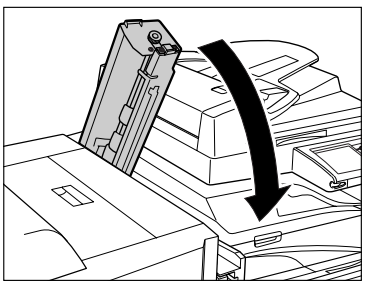
3 **Open the top cover of the puncher unit.**



4 **Remove any jammed paper.**



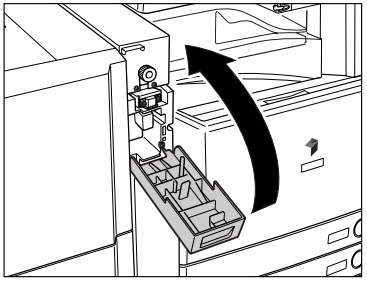
5 **Close the top cover of the puncher unit.**



CAUTION

When closing the top cover of the puncher unit, be careful not to get your fingers caught, as this may result in personal injury.

6 Close the front cover of the punch waste tray.



CAUTION

When closing the front cover of the punch waste tray, be careful not to get your fingers caught, as this may result in personal injury.

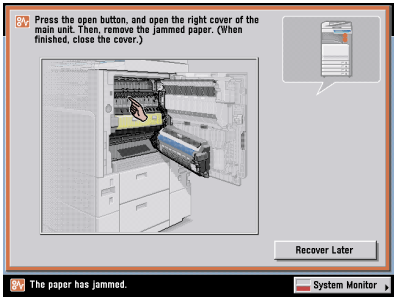
7 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Inner 2way Tray-D1 (Optional)

If a paper jam occurs inside the optional Inner 2way Tray-D1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Press the open button, and open the right cover of the main unit. Then, remove the jammed paper. (When finished, close the cover.)
Recover Later
The paper has jammed.
System Monitor

WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

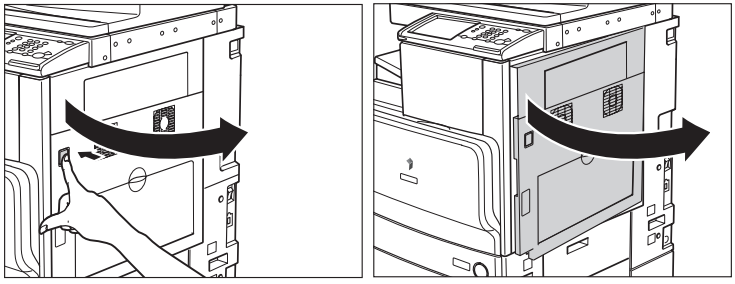
CAUTION

- **When removing jammed paper, take care not to cut your hands on the edges of the paper.**
- **When removing jammed paper, take care not to cut your hands on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

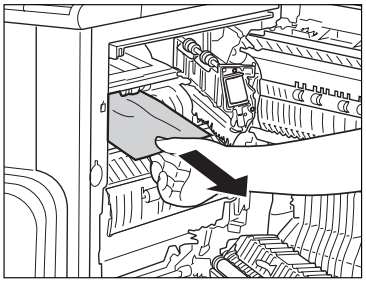
1 Press the button on the lower right cover of the main unit, and open the upper and lower right covers.

If the optional Paper Deck-Z1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see "Paper Deck-Z1," on p. 3-15.

If the optional Copy Tray-J1 is attached to the main unit, remove all of the output paper from the tray. For more information, see "Copy Tray-J1," on p. 3-36.

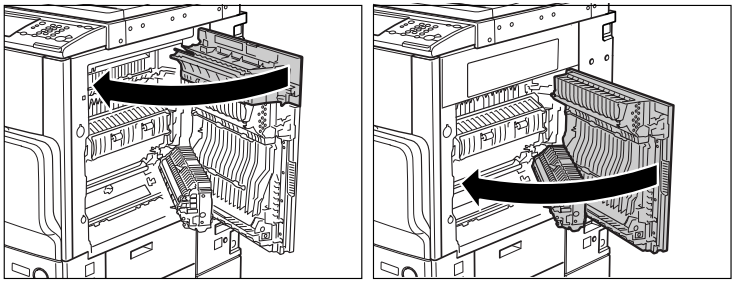


2 Remove any jammed paper.



3 Gently close the upper right cover and then close the lower right cover until it clicks into place in the closed position.

If the optional Paper Deck-Z1 was moved away from the main unit, reconnect it to the main unit. For more information, see "Paper Deck-Z1," on p. 3-15.



CAUTION

When closing the upper and lower right covers of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

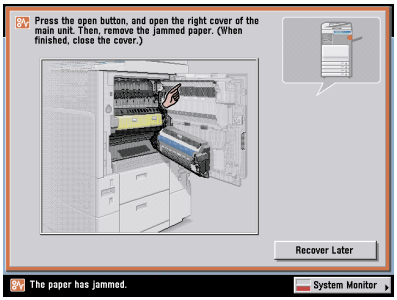
4 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Copy Tray-J1 (Optional)

If a paper jam occurs inside the optional Copy Tray-J1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Press the open button, and open the right cover of the main unit. Then, remove the jammed paper. (When finished, close the cover.)
Recover Later
The paper has jammed.
System Monitor

WARNING

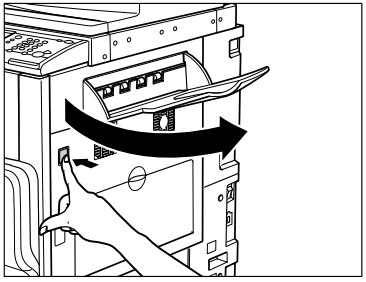
There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

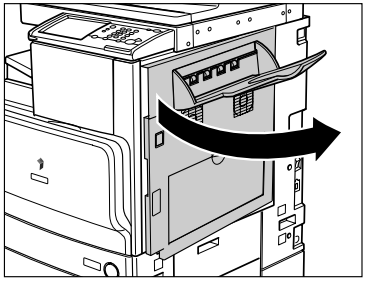
CAUTION

- **When removing jammed paper, take care not to cut your hands on the edges of the paper.**
- **When removing jammed paper, take care not to cut your hands on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

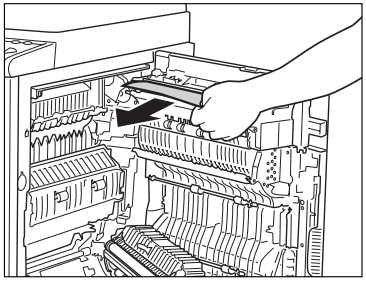
1 Press the button on the lower right cover of the main unit, and open the upper and lower right covers.

If the optional Paper Deck-Z1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see "Paper Deck-Z1," on p. 3-15.



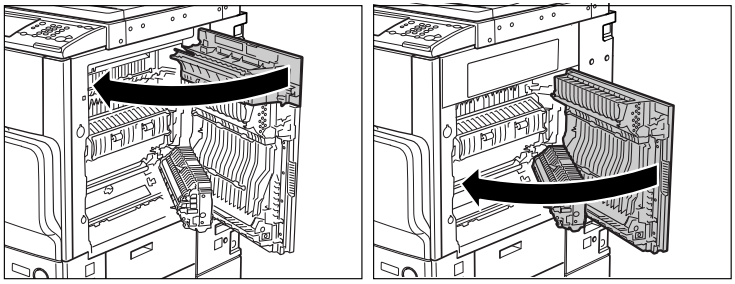


2 Remove any jammed paper protruding from the inside slot of the copy tray.



3 Gently close the upper right cover and then close the lower right cover until it clicks into place in the closed position.

If the optional Paper Deck-Z1 was moved away from the main unit, reconnect it to the main unit. For more information, see "Paper Deck-Z1," on p. 3-15.



CAUTION

When closing the upper and lower right covers of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

4 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 8-4.

Clearing Staple Jams

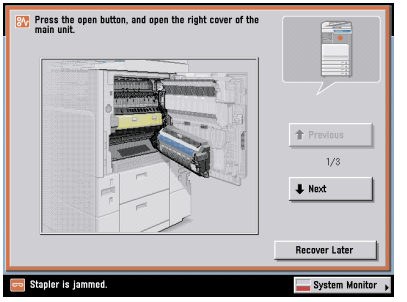
If a staple jam occurs, follow the procedure described below to remove the jammed staples.

IMPORTANT

The Finisher-Y1 and Saddle Finisher-Y2 are not available for the Color imageRUNNER C2550.

Finisher-Z1 (Optional)

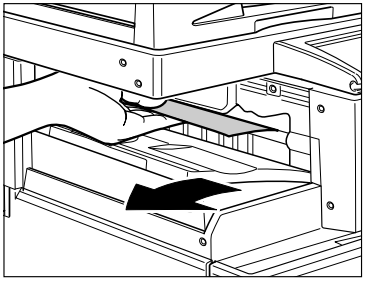
If a staple jam occurs in the optional Finisher-Z1, a screen similar to the one shown below appears on the touch panel display. Check the location of the staple jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove any jammed staples.



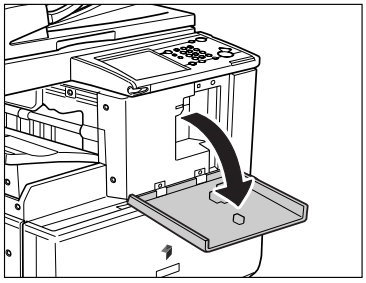
IMPORTANT

Make sure to close all covers and drawers of the machine before clearing any staple jams.

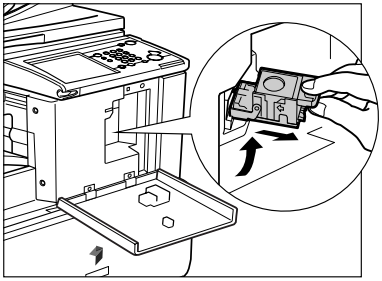
1 **Remove the jammed paper in the finisher's output tray and the paper that is still waiting to be stapled.**



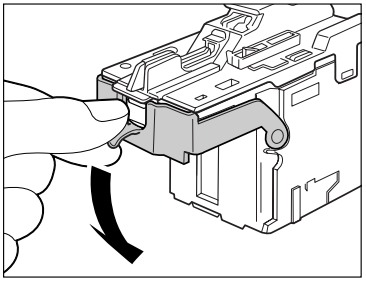
2 **Open the front cover of the finisher.**



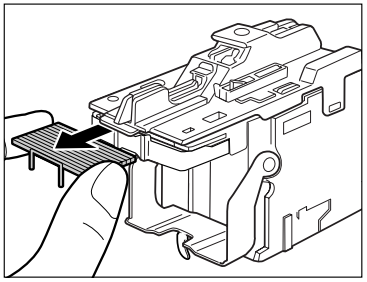
3 **Pull out the staple case, holding it by the green tab.**



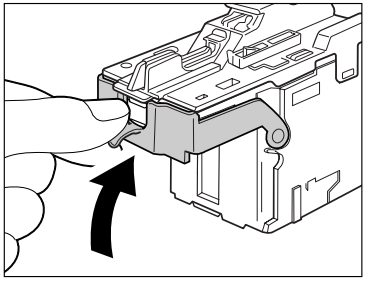
4 **Push down the tab on the staple case.**



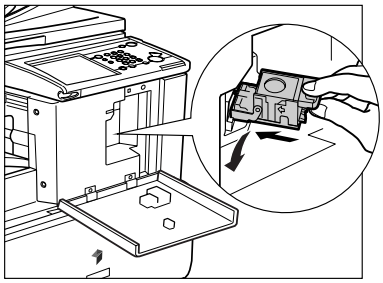
5 **Remove all of the staples that slide from the staple case.**



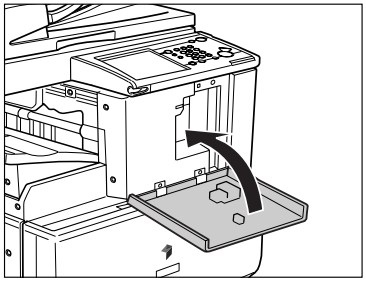
6 **Return the tab on the staple case to its original position.**



7 Gently push the staple case back into the finisher until it is securely in place.



8 Close the front cover of the finisher.



CAUTION

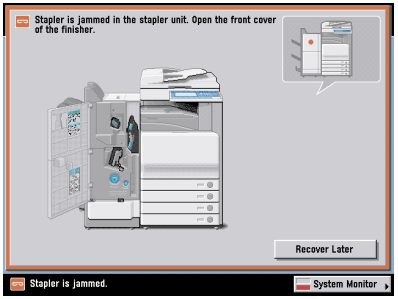
When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

NOTE

If there are no staples ready for stapling after the cover is closed, the stapler unit automatically performs a "dry" stapling operation to reposition the staples.

Finisher-Y1/Saddle Finisher-Y2 (Optional)

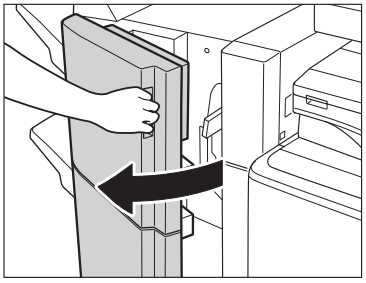
If a staple jam occurs in the stapler unit of the optional Finisher-Y1 or optional Saddle Finisher-Y2, a screen similar to the one shown below appears on the touch panel display. Check the location of the staple jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove any jammed staples.


Stapler is jammed in the stapler unit. Open the front cover of the finisher.
Recover Later
Stapler is jammed.
System Monitor

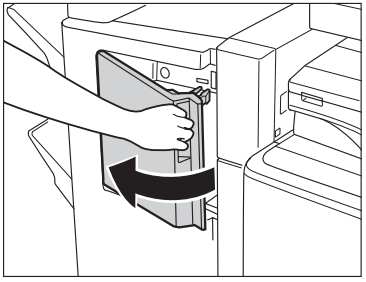
IMPORTANT

Make sure to close all covers and drawers of the machine before clearing any staple jams.

1 Open the front cover of the finisher.

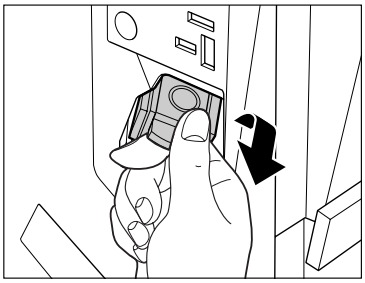


The Optional Saddle Finisher-Y2

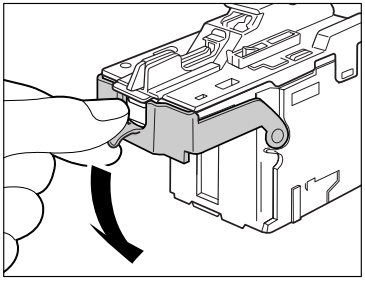


The Optional Finisher-Y1

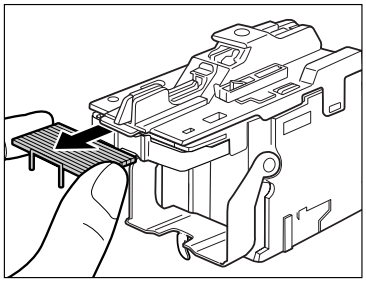
2 **Lift and pull out the staple case from the stapler unit, holding it by its green tab.**



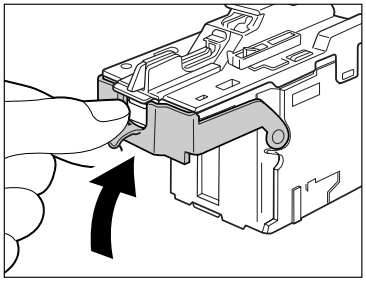
3 **Push down the tab on the staple case.**



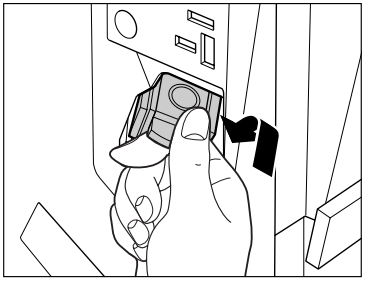
4 **Remove all of the staples that slide from the staple case.**



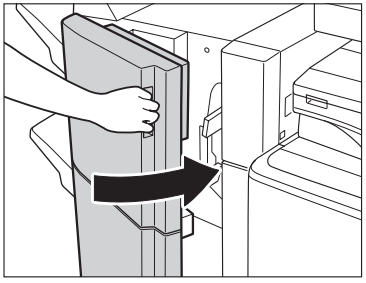
5 Return the tab on the staple case to its original position.



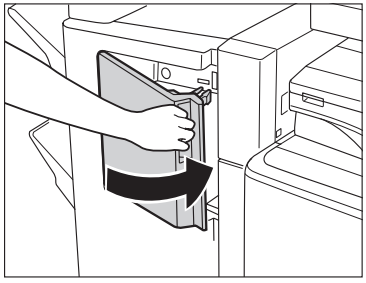
6 Gently push the staple case back into the stapler unit until it is securely in place.



7 Close the front cover of the finisher.



The Optional Saddle Finisher-Y2



The Optional Finisher-Y1

CAUTION

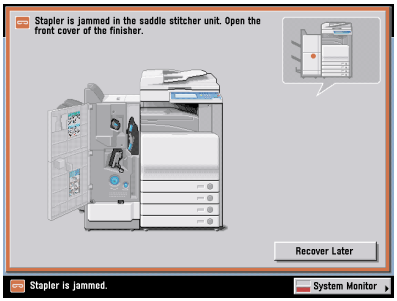
When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

NOTE

If there are no staples ready for stapling after the cover is closed, the stapler unit automatically performs a "dry" stapling operation to reposition the staples.

Saddle Stitcher Unit (Optional)

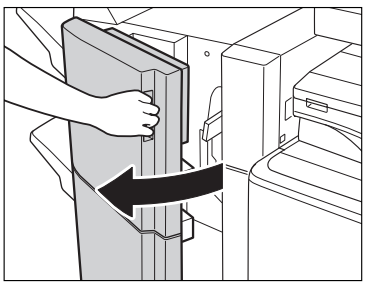
If a staple jam occurs inside the saddle stitcher unit of the optional Saddle Finisher-Y2, a screen similar to the one shown below appears on the touch panel display. Check the location of the staple jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove any jammed staples.


Stapler is jammed in the saddle stitcher unit. Open the front cover of the finisher.
Recover Later
Stapler is jammed.
System Monitor

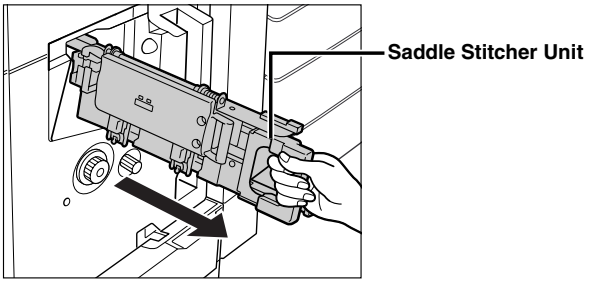
IMPORTANT

- If necessary, make sure to remove all of the paper in the Booklet tray before clearing a staple jam inside the saddle stitcher unit.
- Make sure to close all covers and drawers of the machine before clearing any staple jams.

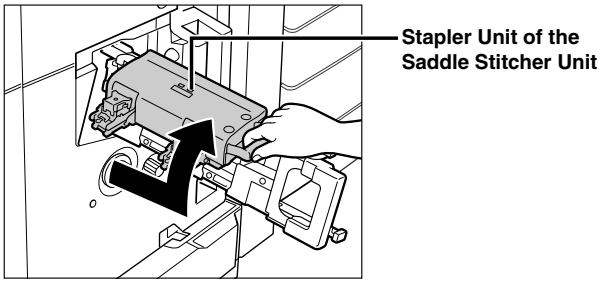
1 Open the front cover of the finisher.



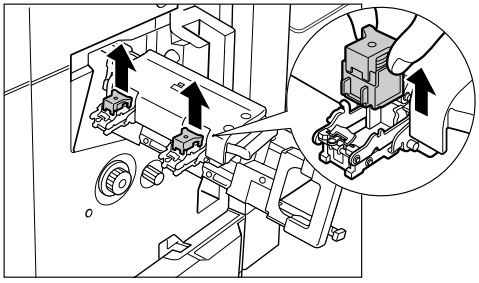
2 **Grip the saddle stitcher unit by its handle, and pull it out of the finisher until it stops.**



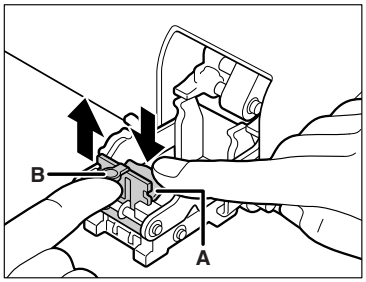
3 **Pull the stapler unit of the saddle stitcher unit towards you, and then push it up.**



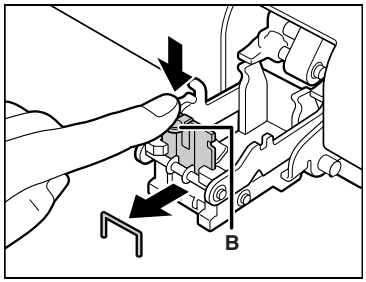
4 **Pull out the staple cartridge containing the jammed staples, holding it by its left and right sides.**



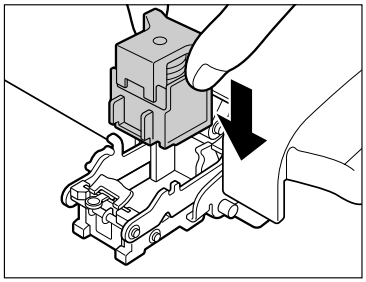
5 **On the staple case, push down Part A, and push up Part B.**



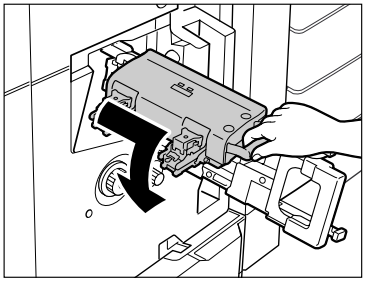
6 **Remove any jammed staples, and return Part B to its original position.**



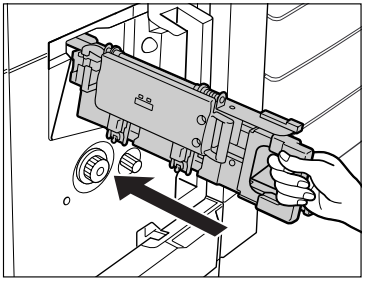
7 **Return the staple cartridge to its original position.**



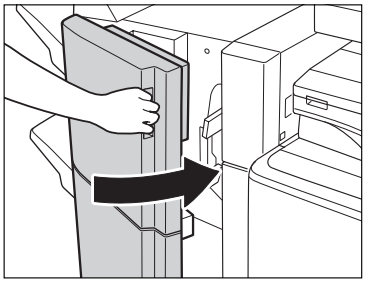
8 **Pull the stapler unit of the saddle stitcher unit towards you, and then push it down into its original position.**



9 **Gently push the saddle stitcher unit back into its original position.**



10 Close the front cover of the finisher.



CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

When you have cleared the staple jam, be sure to manually reposition the staples in the saddle stitcher unit. For more information, see "Saddle Stitch Staple Repositioning," on p. 4-66.

List of Error Messages

This section explains the various messages that appear on the touch panel display, along with possible causes and remedies.

For explanations of messages that are not listed here, see the *Sending and Facsimile Guide* and *Network Guide*.

Self-Diagnostic Display

If the machine displays a self-diagnostic error message, follow the instructions on the touch panel display.

Self-diagnostic error messages appear on the touch panel display at the following times:

- When scanning or printing cannot be performed because of an operational error.
- When you need to make a decision or take some action during scanning, copying, or printing.
- When you need to make a decision or take some action while browsing the network.

The following is a list of self-diagnostic error messages, along with their possible causes and remedies.

Load paper.

Cause 1 The machine has run out of paper. No more prints can be made.

Remedy Load paper. (See "Paper Drawers," on p. 7-2.)

Cause 2 The paper drawer is not correctly inserted.

Remedy Insert the paper drawer as far as it will go. (See "Paper Drawers," on p. 7-2.)

Load LTR size paper.

Cause The optimum paper size selected by the Automatic Paper Selection mode is not available in the machine.

Remedy 1 Load the indicated paper size into the machine. If you press ◇ (Start) while this message is displayed, prints are made with the currently selected paper size.

Remedy 2 If the message continues to be displayed even if the indicated paper size is loaded, set Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) for that paper drawer to 'On'. (See "Auto Paper Selection/Auto Drawer Switching," on p. 4-33.)

△ Return page 1 to the top, and then press the Start key.

Cause Scanning was stopped due to a problem with the optional feeder.

Remedy Arrange the originals in page order with the first page on top. Place the originals back into the feeder's original supply tray, and press ◯ (Start).

△ Return page 1 to the top, and then press the Start key. (Data for the scanned original has exceeded limits on the size that can be handled by this machine. Automatically adjust settings and try again.)

Cause Scanning was stopped because the data size of the scanned original exceeded the maximum data size that the machine can handle.

Remedy Try scanning the original again from the first page. If scanning is still not possible, reduce the Sharpness mode setting, and select [Text] for the original type.

△ Scanning has stopped because the size of the data for the scanned original exceeds the limit. Scanning may be possible if [Sharpness] is reduced and the type of original is set to [Text].

Cause Scanning was stopped because the data size of the scanned original exceeded the maximum data size that the machine can handle.

Remedy Reduce the Sharpness mode settings, and select [Text] for the original type.

△ Remove the paper from the output tray.

Cause Prints from the previous job remain in the output tray.

Remedy Remove the prints remaining in the output tray. Printing automatically resumes.

△ Remove the paper from the booklet tray.

Cause Prints from the previous job remain in the Booklet tray of the optional Saddle Finisher-Y2.

Remedy Remove the prints remaining in the Booklet tray. Printing automatically resumes.

Scanning has been canceled because the size of originals has changed. Fix the order and front & back of the last 2 pages, return to the 1st page, be sure to set [Different Size Originals], and try again.

Cause Different size originals are being scanned when the Different Size Originals mode has not been set.

Remedy Place the last two rejected originals back in the feeder. Make sure that the page order is correct and that the originals are placed properly. Then, set the Different Size Originals mode.

Yellow toner is low. Replacement not yet needed.

Cause Toner of the displayed color is running low.

Remedy Prepare the displayed color's toner cartridge for replacement. (See "Replacing the Toner Cartridge," on p. 7-43.)

Replace toner cartridge. (Black)

Cause Printing is not possible because toner of the displayed color has run out.

Remedy Replace the displayed color's toner cartridge. (See "Replacing the Toner Cartridge," on p. 7-43.)

Replace toner cartridge. (Black copying is possible.)

Cause Color copying is not possible because toner of the displayed color has run out.

Remedy Replace the displayed color's toner cartridge. (See "Replacing the Toner Cartridge," on p. 7-43.)

Replace toner cartridge. (Black printing is possible.)

Cause Color printing from the inbox is not possible because toner of the displayed color has run out.

Remedy Replace the displayed color's toner cartridge. (See "Replacing the Toner Cartridge," on p. 7-43.)

Insert toner cartridge. (Cyan)

Cause The toner cartridge of the displayed color is not inserted properly.

Remedy Make sure that the toner cartridge is inserted properly. (See "Replacing the Toner Cartridge," on p. 7-43.)

Prepare a new waste toner container and open the front cover.

Cause Printing is not possible because the waste toner container is full.

Remedy Replace the waste toner container. (See "Replacing the Waste Toner Container," on p. 7-51.)

Place the original on the platen glass.

Cause The specified mode requires that the original be placed on the platen glass, but there is no original on the platen glass.

Remedy Place the original on the platen glass.

Remove the original from the platen glass.

Cause An original remains on the platen glass.

Remedy Remove the original from the platen glass, and place the new original.

Remove the original from the feeder.

Cause The machine cannot scan your original using the feeder. An original is placed both in the feeder and on the platen glass.

Remedy Remove the original from the feeder.

Original scanning area (thin glass strip) is dirty.

Cause The feeder scanning area is dirty.

Remedy Clean the feeder scanning area. (See "Manual Feeder Cleaning," on p. 7-56.)

Adjusting gradation. Please wait a moment.

Cause The machine is performing an automatic gradation adjustment.

Remedy Wait for the machine to finish the automatic gradation adjustment. When the adjustment is complete, printing automatically resumes.

Preparing for color printing. Please wait.

Cause The machine is performing an automatic adjustment.

Remedy Please wait for a moment. Color printing resumes automatically when the adjustment is finished.

Cleaning the drum... Please wait a moment...

Cause The machine is in the process of cleaning the drum.

Remedy Wait for the machine to finish cleaning the drum. When cleaning is complete, printing automatically resumes.

This number has not been registered. Enter the number again.

Cause The Department ID and password you entered are not registered.

Remedy Contact the system manager of your Department for the correct Department ID and password.

List of Error Codes without Messages

If a job or operation does not complete successfully, check the error code, and perform the necessary operations according to the error code displayed. You can check the error code on the Details screen under [Log] from the System Monitor screen. (See "Job Details," on p. 5-10.)

If a send, receive, or fax job does not complete successfully, the error code is printed in the Results column on the Activity Report and Send Report. However, if a send job is canceled, "STOP" is printed in the Results column on the Send report. (See Chapter 12, "Printing Communication Reports," in the *Sending and Facsimile Guide*.)

Perform the necessary procedures according to the error code.

001

Cause 1 Differently sized originals were scanned, and the Different Size Originals mode was not set.

Remedy Place your originals, specify the Different Size Originals mode, and try scanning again.

Cause 2 Differently sized originals were scanned in the 2-Sided mode, and the Different Size Originals mode was not set.

Remedy Place your originals, specify the 2-Sided and Different Size Originals modes, and try scanning again.

009

Cause 1 There is no paper.

Remedy Load paper. (See "Paper Drawers," on p. 7-2.)

Cause 2 The paper drawer is not inserted correctly into the machine.

Remedy Insert the paper drawer properly. (See "Paper Drawers," on p. 7-2.)

037

Cause Documents could not be received because there was insufficient memory available.

Remedy Erase unwanted documents and documents with errors from memory to increase the amount of available memory. (See Chapter 2, " Introduction to the Mail Box Functions," in the *Copying and Mail Box Guide*, and Chapter 6, "Receiving Documents," in the *Sending and Facsimile Guide*.)

099

Cause Copying/printing was interrupted.

Remedy Try copying/printing again.

701

Cause 1 The specified Department ID does not exist, or the password has changed.

Remedy Enter the correct Department ID or password using ⓪ - ⑨ (numeric keys) on the control panel, and try again.

Cause 2 The Department ID or password was changed while the machine was processing a job.

Remedy Change the Department ID and password, and try again. If you do not know the password, contact your System Manager.

Cause 3 <Allow Printer Jobs with Unknown IDs> is set to 'Off'.

Remedy Set <Allow Printer Jobs with Unknown IDs> to 'On'. (See "Accepting Print and Scan Jobs with Unknown IDs," on p. 6-17.)

703

Cause The hard disk is full, and no more images can be scanned.

Remedy 1 Wait a few moments, and try scanning again after the other send jobs are complete.

Remedy 2 Erase documents stored in inboxes. If the machine still does not operate normally, turn the main power OFF, and then back ON again. (See "Main Power and Control Panel Power," on p. 1-14.)

#711

Cause The inbox memory is full.

Remedy Erase unnecessary documents stored in the inbox. (See Chapter 2,"Introduction to the Mail Box Functions," in the *Copying and Mail Box Guide*.)

712

Cause The maximum number of documents are already stored in the inbox.

Remedy Erase unnecessary documents stored in the inbox. (See Chapter 2,"Introduction to the Mail Box Functions," in the *Copying and Mail Box Guide*.)

749

Cause You could not execute the job because a service call message is being displayed.

Remedy Turn the main power OFF, wait 10 or more seconds, and turn the main power back ON. If the machine still does not work normally, turn the main power OFF, disconnect the machine, and contact your local authorized Canon dealer. (See "Main Power and Control Panel Power," on p. 1-14.)

759

Cause An error occurred while sending the URL of a User Inbox.

Remedy Contact your System Manager.

816

Cause You cannot print because the set page limit total has been reached.

Remedy Contact your System Manager.

849

Cause Device information could not be delivered because the client machine is processing a job.

Remedy Try delivering device information again after the client machine finishes processing the job.

850

Cause Device information could not be delivered because a screen relating to the delivered device information is being displayed.

Remedy Try delivering the device information again after the screen is cleared from the client machine. (See "Checking/Printing the Communication Log," on p. 6-60.)

851

Cause 1 There is insufficient memory remaining in the system.

Remedy Check the system's available memory, and delete any unnecessary documents stored in inboxes. (See Chapter 2,"Introduction to the Mail Box Functions," in the *Copying and Mail Box Guide*.)

Cause 2 The machine's memory is full.

Remedy Erase unnecessary documents and documents with errors from memory to increase the amount of available memory. (See Chapter 6, "Receiving Documents," in the *Sending and Facsimile Guide*, and Chapter 2, "Introduction to the Mail Box Functions," in the *Copying and Mail Box Guide*.)

Cause 3 The document cannot be stored because there are more than 1,500 documents in the specified inbox.

Remedy If there are a large number of documents, delete the unnecessary ones from the specified inbox. (See Chapter 2,"Introduction to the Mail Box Functions," in the *Copying and Mail Box Guide*.)

852

Cause An error occurred because the main power switch was turned OFF while a job was being processed.

Remedy Check to see if the main power switch is turned ON. Try processing the job again, if necessary. (See "Main Power and Control Panel Power," on p. 1-14.)

853

Cause 1 When trying to print a large number of pages, the job is not performed due to insufficient memory resources.

Remedy Reduce the number of pages to print, or perform the print job again when no other jobs are reserved.

Cause 2 The job could not be processed, because it was canceled from the printer driver while the print data was being sent to the machine.

Remedy Try printing again.

Cause 3 The spool memory is full when Use Spooler in Network Settings in System Settings (from the Additional Functions screen) is set to 'On', therefore, data received from the host could not be spooled.

Remedy Set Use Spooler in Network Settings in System Settings (from the Additional Functions screen) to 'Off', and try sending the print data again. (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)

Cause 4 The maximum number of receivable data exceeds the receive limit. (See Chapter 6, "Receiving Documents," in the *Sending and Facsimile Guide*.)

Remedy Try printing the documents again after all current jobs are complete. If you still cannot print, check the sent data

Cause 5 The number of secured documents exceeded the maximum limit that can be reserved at a time.

Remedy Print or erase the secured documents that are stored in the machine, and try printing again.

854

Cause Device information could not be delivered because the client machine has Restrictions for Receiving Device Info. in Device Information Delivery Settings in System Settings (from the Additional Functions screen) set to 'On'.

Remedy Try delivering device information again after setting Restrictions for Receiving Device Info. in Device Information Delivery Settings in System Settings (from the Additional Functions screen) to 'Off'. (See "Checking/Printing the Communication Log," on p. 6-60.)

855

Cause Device information could not be delivered because a language that the client machine does not support was included in the device information.

Remedy Contact your local authorized Canon dealer.

#856

Cause The job was canceled because there was not enough free space on the hard disk to store the temporary data.

Remedy Contact your System Manager.

857

Cause Data reception timed out, or the job was canceled at the host.

Remedy Check that the network is functioning properly, and then try printing again.

858

Cause There is a problem with the print data sent from an external application.

Remedy Check the settings of the data sent to the machine, make sure they are compatible with the machine, and try sending the data again.

859

Cause 1 A compression error occurred with the image data.

Remedy Check the print settings, and try printing again.

Cause 2 An original was not scanned properly, or the orientation of the original was incorrect.

Remedy Check the scan settings, and try scanning again.

860

Cause 1 A paper jam occurred during printing.

Remedy Try printing again.

Cause 2 You tried to print on a transparency sheet not made for this machine.

Remedy Load transparencies made for this machine into the machine and then try printing again.

861

Cause	An error occurred while processing PDL data or image data.
Remedy	Confirm the print settings you made when printing from a computer.

862

Cause 1	The saddle finisher trays have exceeded their stacking limits.
Remedy	Change the print data or print settings, and try printing again.
Cause 2	A combination of settings which is not supported was set.
Remedy	Change the print data or print settings, and try printing again.
Cause 3	Data which is not guaranteed to be compatible was printed.
Remedy	Change the print data or print settings, and try printing again.

863

Cause	An error occurred while processing PDL data or image data.
Remedy	Check the settings, and try printing again.

864

Cause 1	The external controller or controller board is not attached, or is not functioning properly.
Remedy	Contact your System Manager.
Cause 2	The external controller or controller board cannot be recognized correctly.
Remedy	Contact your System Manager.

865

Cause	A function related to performing jobs is restricted.
Remedy	Contact your System Manager.

If Memory Becomes Full during Scanning

If memory becomes full during the scanning of originals, the following screens appear on the touch panel display.

NOTE

The machine's memory can store approximately 6,200 pages of scanned images. Approximately 6,000 pages of that total is shared by the various functions, including the Copy, Print, and Mail Box functions. In addition, each function is guaranteed to be able to store the following number of pages:

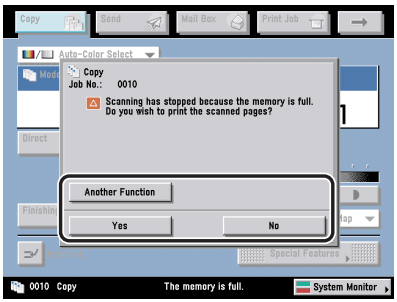
Copy: 100 pages
Print: 100 pages (excluding Secured Print jobs)

For example, the Copy function can store up to 6,100 pages of scanned images.
100 + 6,000 = 6,100 pages (approximate figures)
However, the number of pages that the machine's memory can store may differ depending on the amount of memory required for documents stored in inboxes and jobs that are in the print queue.

1 Follow this procedure:

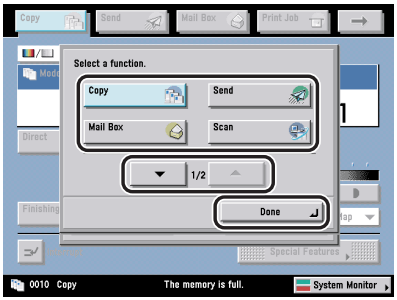
- **If the message asking whether to print the original pages scanned into memory appears:**

  ❑ Select [Yes], [No], or [Another Function].



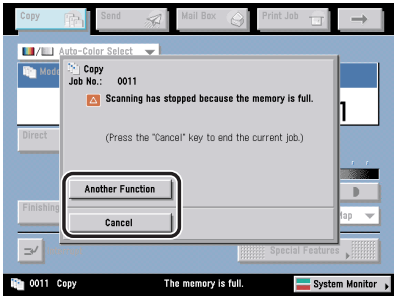
Details of each item are shown below.

[Yes]:	The pages scanned into memory are printed. When printing is complete, scan the remaining originals.
[No]:	The pages scanned into memory are not printed.
[Another Function]:	Select to use another function that is not being used.



● **If the screen shown below appears:**

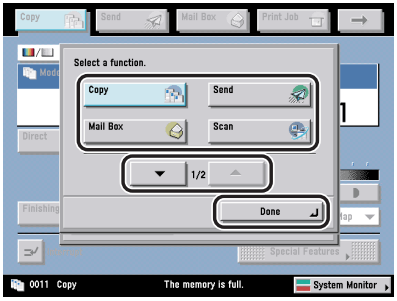
❑ Select [Cancel] or [Another Function].



Details of each item are shown below.

[Cancel]: The current job is canceled, and the display returns to the Basic Features screen. Scan the job again when the current job is complete.

[Another Function]: Select to use another function that is not being used.

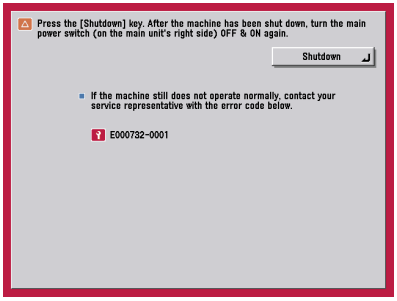


Service Call Message

If a malfunction occurs and the machine cannot operate normally, a screen like the one shown below is displayed. Follow the instructions that appear on the touch panel display.

Contacting Your Local Authorized Canon Dealer

If a message like the one shown below appears, follow the procedure described below.


Press the [Shutdown] key. After the machine has been shut down, turn the main power switch (on the main unit's right side) OFF & ON again.
Shutdown
If the machine still does not operate normally, contact your service representative with the error code below.
E000732-0001

WARNING

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

CAUTION

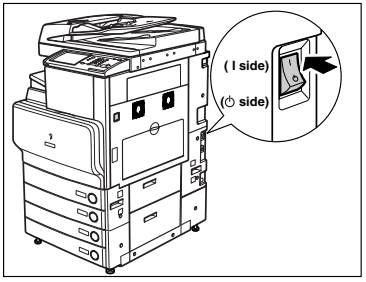
Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.

IMPORTANT

If you turn OFF the main power switch when there is a job waiting to print, that job is erased.

1 **Press [Shutdown] to turn the main power switch OFF.**

2 **Wait at least 10 seconds before turning the main power switch back to the "I" side.**



3 **If the machine still does not operate normally, follow the procedure below, then contact your local authorized Canon dealer.**

❑ Turn the main power switch OFF.

❑ Remove the power plug from the power outlet.

NOTE

When you contact your local authorized Canon dealer, have the following information available:

- Product name
- Details of the malfunction
- The error code displayed on the touch panel display

Setting the Limited Functions Mode from the Service Call Message Screen

If the Service Call Message screen appears, even after you restart the machine, there are some cases in which you can continue operation the machine. If the screen in step 1 below appears, turn the Limited Functions Mode 'On' as a temporary solution, until the problems is resolved.

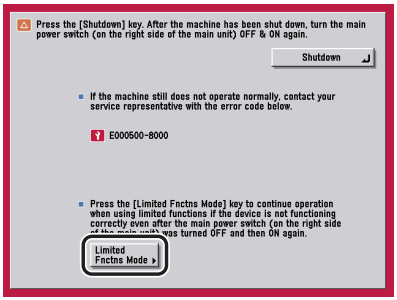
IMPORTANT

If you turn OFF the main power switch when there is a job waiting to print, that job is erased.

NOTE

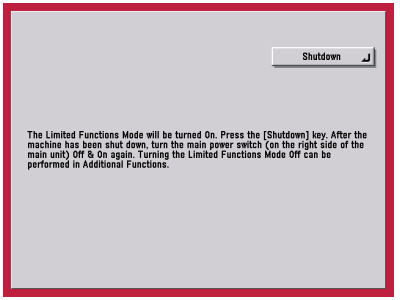
If you set Limited Functions Mode to 'On' from the Service Call Message screen, Limited Functions Mode in Common Settings (from the Additional Functions screen) is also set to 'On'. (See "Limiting Functions," on p. 4-61.)

1 Press [Limited Fnctns Mode].


Press the [Shutdown] key. After the machine has been shut down, turn the main power switch (on the right side of the main unit) OFF & ON again.
Shutdown
If the machine still does not operate normally, contact your service representative with the error code below.
E000500-8000
Press the [Limited Fnctns Mode] key to continue operation when using limited functions if the device is not functioning correctly even after the main power switch (on the right side
Limited Fnctns Mode

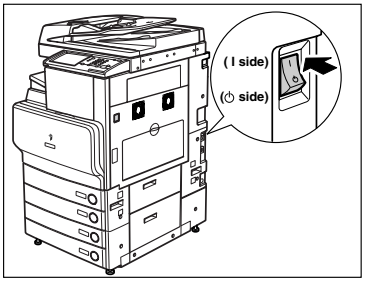
2 Press [Yes].

A message prompting you press [Shutdown], and turn the main power switch OFF and ON appears.

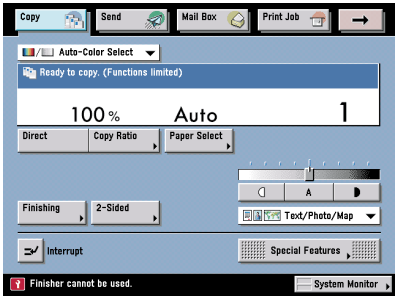

Shutdown
The Limited Functions Mode will be turned On. Press the [Shutdown] key. After the machine has been shut down, turn the main power switch (on the right side of the main unit) Off & On again. Turning the Limited Functions Mode Off can be performed in Additional Functions.

3 Press [Shutdown] to turn the main power switch OFF.

4 Wait at least 10 seconds before turning the main power switch back to the "I" side.



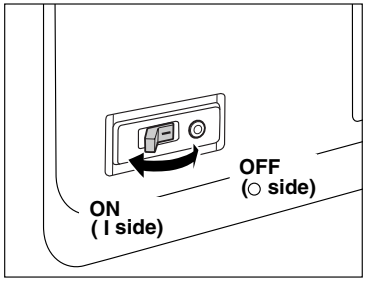
The machine starts up in the Limited Functions mode.



When the Power Does Not Turn ON

If you cannot operate the machine, even though the main power switch and the control panel power switch are both turned ON, always check that the breaker is not in the OFF position.

If the breaker is in the OFF position, contact your local authorized Canon dealer without turning the breaker back ON.



WARNING

If the breaker is in the OFF position, do not switch the current leakage breaker back ON. Doing so may lead to a fire, electrical shock, smoke, or the tripping of other breakers in the facility.

Appendix

CHAPTER 9

This chapter provides other useful information.

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- Copy Log List 9-2
- Print Log List 9-3
- Device Information Delivery Destination List 9-4
- Device Information Communication Log Report 9-5

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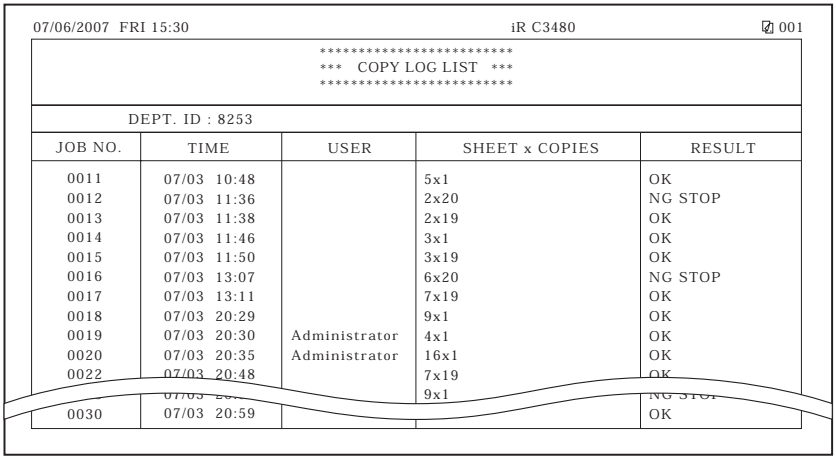
Sample Reports

Copy Log List

The copy log list contains information about past copy jobs. You can print a copy log list from the System Monitor screen. (See "Printing the Copy/Print Log," on p. 5-12.)



07/06/2007 FRI 15:30 iR C3480 001

****
*** COPY LOG LIST ***
****

DEPT. ID : 8253

JOB NO.	TIME	USER	SHEET x COPIES	RESULT
0011	07/03 10:48		5x1	OK
0012	07/03 11:36		2x20	NG STOP
0013	07/03 11:38		2x19	OK
0014	07/03 11:46		3x1	OK
0015	07/03 11:50		3x19	OK
0016	07/03 13:07		6x20	NG STOP
0017	07/03 13:11		7x19	OK
0018	07/03 20:29		9x1	OK
0019	07/03 20:30	Administrator	4x1	OK
0020	07/03 20:35	Administrator	16x1	OK
0022	07/03 20:48		7x19	OK
			9x1	
0030	07/03 20:59			OK

■ DEPT. ID

If a Department ID is set, it is listed at the top of the log. Copy logs are printed for each Department ID.

■ JOB NO.

Prints the four digit number which is automatically assigned to a copy job that is accepted.

■ TIME

Prints the date and time (in 24-hour notation) when a copy job was completed.

■ USER

Prints the user name used when logging in to the machine with a login service such as SSO or SDL.

■ SHEET x COPIES

Prints the number of pages in each copy set and the number of sets made.

■ RESULT

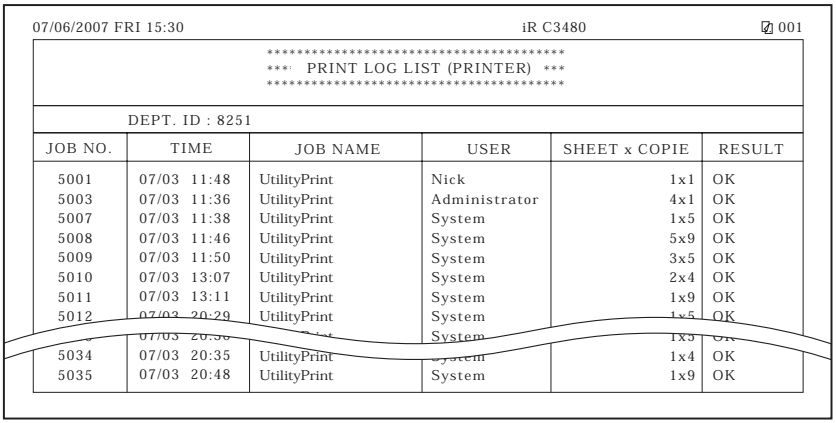
Prints "OK" or "NG."

"OK" is printed when the copy job completes successfully.

"NG" (No Good) is printed if an error occurs during the copy job. The error code or "STOP" is also printed next to "NG."

Print Log List

The print log list contains information about past print jobs. You can print the print log list from the System Monitor screen. (See "Printing the Copy/Print Log," on p. 5-12.)



07/06/2007 FRI 15:30 iR C3480 001

****
*** PRINT LOG LIST (PRINTER) ***
****

DEPT. ID : 8251

JOB NO.	TIME	JOB NAME	USER	SHEET x COPIE	RESULT
5001	07/03 11:48	UtilityPrint	Nick	1x1	OK
5003	07/03 11:36	UtilityPrint	Administrator	4x1	OK
5007	07/03 11:38	UtilityPrint	System	1x5	OK
5008	07/03 11:46	UtilityPrint	System	5x9	OK
5009	07/03 11:50	UtilityPrint	System	3x5	OK
5010	07/03 13:07	UtilityPrint	System	2x4	OK
5011	07/03 13:11	UtilityPrint	System	1x9	OK
5012	07/03 20:29	UtilityPrint	System	1x5	OK
5034	07/03 20:35	UtilityPrint	System	1x4	OK
5035	07/03 20:48	UtilityPrint	System	1x9	OK

■ DEPT. ID

If a Department ID is set, it is listed at the top of the log. Print logs are printed for each Department ID.

■ JOB NO.

Prints the four digit number which is automatically assigned to a print job that is accepted.

■ TIME

Prints the date and time (in 24-hour notation) when a print job was completed.

■ JOB NAME

Prints the name of the printed document, or the type of print job.

■ USER

Prints the name of the user who sent the print job to the machine.

■ SHEET x COPIE

Prints the number of pages in each copy set and the number of sets made.

■ RESULT

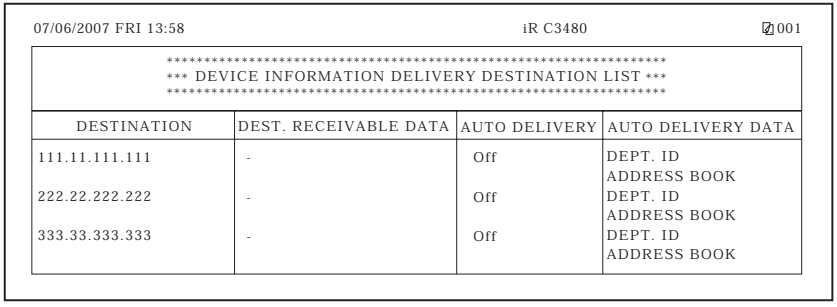
Prints "OK" or "NG."

"OK" is printed when the print job completes successfully.

"NG" (No Good) is printed if an error occurs during the print job. The error code or "STOP" is also printed next to "NG."

Device Information Delivery Destination List

The Device Information Delivery Destination List contains information about registered delivery destinations. You can print this list from Register Destinations under Transmitting Settings in Device Information Delivery Settings in System Settings (from the Additional Functions screen). (See "Printing the Delivery Destinations," on p. 6-52.)



07/06/2007 FRI 13:58 iR C3480 001

*** DEVICE INFORMATION DELIVERY DESTINATION LIST ***

DESTINATION	DEST. RECEIVABLE DATA	AUTO DELIVERY	AUTO DELIVERY DATA
111.11.111.111	-	Off	DEPT. ID ADDRESS BOOK
222.22.222.222	-	Off	DEPT. ID ADDRESS BOOK
333.33.333.333	-	Off	DEPT. ID ADDRESS BOOK

■ DESTINATION

The IP addresses of the registered destination machines are printed.

■ DEST. RECEIVABLE DATA

The data receivable at the registered destinations is printed.

■ AUTO DELIVERY

"On" is printed if Auto Delivery Settings in Transmitting Settings in Device Information Delivery Settings in System Settings (from the Additional Functions screen) are set for the registered destination. "Off" is printed if Auto Delivery Settings are not set for the registered destination.

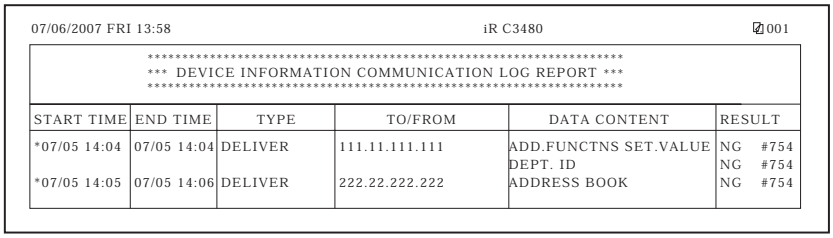
■ AUTO DELIVERY DATA

The data that is delivered automatically is printed if Auto Delivery Settings in Transmitting Settings in Device Information Delivery Settings in System Settings (from the Additional Functions screen) are set for the destination.

Device Information Communication Log Report

The Device Information Communication Log Report contains information about device information that has been delivered and received. You can select to print the Device Information Communication Log Report manually or automatically.

You can also select to either print the Communication Log after the number of send and receive transmissions reaches 100, or specify to print it at a specified time. For more information, see "Checking/Printing the Communication Log," on p. 6-60.



07/06/2007 FRI 13:58 iR C3480 001

*** DEVICE INFORMATION COMMUNICATION LOG REPORT ***

START TIME	END TIME	TYPE	TO/FROM	DATA CONTENT	RESULT
*07/05 14:04	07/05 14:04	DELIVER	111.11.111.111	ADD.FUNCTNS SET.VALUE	NG #754
				DEPT. ID	NG #754
*07/05 14:05	07/05 14:06	DELIVER	222.22.222.222	ADDRESS BOOK	NG #754

■ START TIME

Prints the date and time (in 24-hour notation) when device information communication started. (An asterisk (*) indicates that a report has already been printed.)

■ END TIME

Prints the date and time (in 24-hour notation) when device information delivery/reception completed.

■ TYPE

Displays whether the device information was delivered or received.

■ TO/FROM

Prints the delivery destination if the device information was delivered.

Prints the delivery source if the device information was received.

■ CONTENT

Prints the device information that was delivered/received.

■ RESULT

Prints "OK" if the communication was completed successfully, or "NG" (No Good) if there was a communication error.

If an error occurred during communication, the error code is also printed.

Number of Enterable Characters and Capacity of Various Functions

Number of Enterable Characters

Additional Functions				
Common Settings	**Register Form for Form Composition**	Form Name		24 characters maximum
	Register Characters for Page No./ Watermark	Characters		32 characters maximum
	Registering Irregular Size	Register Name		10 characters maximum
System Settings	**System Manager Settings**	System Manager		32 characters maximum
		E-mail Address		64 characters maximum
		Contact Information		32 characters maximum
		Comment		32 characters maximum
	Device Information Settings	Device Name		32 characters maximum
		Location		32 characters maximum
	Communications Settings	E-mail/I-Fax Settings	Default Subject	40 characters maximum
	Forwarding Settings	Condition Name		50 characters maximum
		Send Doc. Name		24 characters maximum
	Register LDAP Server	Server Name		24 characters maximum
		Server Address		48 characters maximum
		Location to Start Search		128 characters maximum
Mail Box Settings	**User Inboxes Settings**	Register Inbox Name		24 characters maximum
	Confidential Fax Inboxes Settings	Register Inbox Name		24 characters maximum
Communications Settings	**TX Settings (Common Settings)**	Sender's Names (TTI)		24 characters maximum
		Unit Name		24 characters maximum

Additional Functions			
Address Book Settings	**E-mail**	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum
		E-mail Address	128 characters maximum
	I-Fax	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum
		I-Fax Address	128 characters maximum
		Standard Field 1	40 characters maximum
		Standard Field 2	16 characters maximum
	Fax	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum
		Fax Number	120 digits maximum
		Subaddress	20 digits maximum
		Password	20 digits maximum
	File	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum
		Host Name	128 characters maximum
		File Path	255 characters maximum
		User	FTP, IPX: 24 characters maximum SMB, WebDAV: 128 characters maximum
		Password	FTP, IPX, WebDAV: 24 characters maximum SMB: 14 characters maximum
	Group	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum

*One-touch Button Name can be entered only when you are setting the One-touch Buttons.

Copy Functions		
Color Balance	Register Name	10 characters maximum
Mode Memory	Register Name	10 characters maximum

Mail Box Functions		
Document Name		24 characters maximum
Color Balance	Register Name	10 characters maximum
Mode Memory	Register Name	10 characters maximum

Sending Functions		
Scanning Mode	Register Name	(8 characters maximum)x2
Send Settings	Send Doc. Name	24 characters maximum
	Subject	40 characters maximum
	Message	140 characters maximum

Capacity of Various Functions

Additional Functions				
System Settings	**System Manager Settings**	System Manager ID		7 digits maximum
		System Password		7 digits maximum
	Dept. ID Management	Dept. ID		7 digits maximum
		Password		7 digits maximum
		Page Limits		0-999999
	Communications Settings	Memory RX Inbox Settings	Memory RX Inbox Password	7 digits
	Date & Time Settings			Year, Month, day, hour
Mail Box Settings	**User Inbox**	Number of Inboxes		100
		Password		7 digits
	Confidential Fax Inbox	Number of Inboxes		50
Communications Settings	**TX Settings (Common Settings)**	Sender's Names (TTI)	Number of Names	99
	User Settings (Fax Settings)	Unit Telephone #		20 digits maximum
Address Book Settings	**Address Book Password**			7 digits maximum
	Address Book Capacity			1600 destinations
	One-touch Button Capacity			200 destinations

Copy Functions		
Color Balance	Number of Keys	4
Mode Memory	Number of Keys	9
Reserving Copy Jobs	Number of Jobs	10 jobs

Mail Box Functions		
Color Balance	Number of Keys	4
Mode Memory	Number of Keys	9
Reserving Print Jobs	Number of Jobs	32 jobs
Sending Documents	Number of Documents	32 documents maximum
	Number of Pages	999 pages maximum

Sending/Facsimile Functions		
Scanning Mode	Number of keys	8
Reserving Send Jobs	E-mail I-Fax File Inbox	120 jobs
	Fax	64 jobs
Send Jobs	Number of pages	999 pages maximum

Relationship between Original Orientation and Preprinted Paper Output Chart

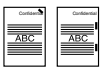
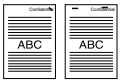
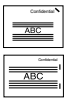
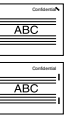
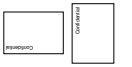
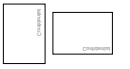
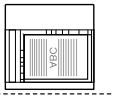
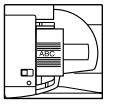
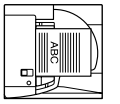
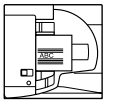
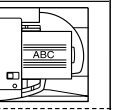
Please use this chart when printing on preprinted paper (i.e., paper with logos or letterheads).

NOTE

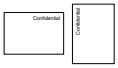
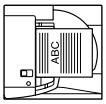
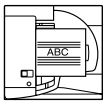
If you want to copy on the back side of preprinted paper, place the side you want to copy on:

- face up when using a paper drawer
- face down when using the stack bypass or the optional Paper Deck-Z1

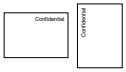
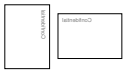
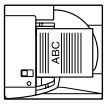
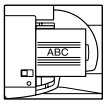
■ If You Want to Set Right Side Stapling:

Original/ Paper Orientation, Settings \ Staple Position / Output Example		Corner: Top Right Double: Right  LTR	Corner: Top Right Double: Top  11" x 17", LGL	Corner: Top Right Double: Right  LTR	Corner: Top Right Double: Right  11" x 17", LGL
Preprinted Paper	Orientation in paper drawer ↑ Preprinted side: Face up				
	Orientation in stack bypass/paper deck ← Preprinted side: Face down				
Original	Orientation on the platen glass Original side: Face down				
	Staple position	Corner: Top Right Double: Right	Corner: Top Left Double: Left	Corner: Top Right	Corner: Top Right Double: Right
	Orientation in the feeder Original side: Face up				
	Staple position	Corner: Top Right Double: Right	Corner: Bottom Right Double: Right	Corner: Top Right	Corner: Top Right Double: Right
Auto Orientation Setting		Either On or Off	Either On or Off	Either On or Off (Set to 'On' when paper orientation in the paper deck/stack bypass/paper drawer is vertical.)	Either On or Off

■ If You Want to Set Left Side Stapling:

Original/ Paper Orientation, Settings	Staple Position / Output Example	Corner: Top Left Double: Left	Corner: Top Left Double: Top	Corner: Top Left Double: Left	Corner: Top Left Double: Left
		LTR	11" x 17", LGL	LTR	11" x 17", LGL
Preprinted Paper	Orientation in paper drawer ↑ Preprinted side: Face up				
	Orientation in stack bypass/paper deck ← Preprinted side: Face down				
Original	Orientation on the platen glass Original side: Face down				
	Staple position	Corner: Top Left Double: Left	Corner: Bottom Left Double: Left	Corner: Top Left	Corner: Top Left Double: Left
	Orientation in the feeder Original side: Face up				
	Staple position	Corner: Top Left Double: Left	Corner: Bottom Left Double: Left	Corner: Top Left	Corner: Top Left Double: Left
Auto Orientation Setting		Either On or Off	Either On or Off	Either On or Off (Set to 'On' when paper orientation in the paper deck/stack bypass/paper drawer is vertical.)	Either On or Off

■ If You Do Not Want to Set the Staple Mode:

Original/ Paper Orientation, Settings \ Output Example		LTR	11" x 17", LGL	LTR	11" x 17", LGL
Preprinted Paper	Orientation in paper drawer ↑ Preprinted side: Face up				
	Orientation in stack bypass/paper deck ← Preprinted side: Face down				
Original	Orientation on the platen glass Original side: Face down				
	Orientation in the feeder Original side: Face up				
Auto Orientation Setting		Either On or Off	Either On or Off	Either On or Off (Set to 'On' when paper orientation in the paper deck/stack bypass/paper drawer is vertical.)	Either On or Off

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